



SAP Training



Payroll Maintainer

PY310



Slide 1


Welcome to the *PY310 - Payroll Maintainer* course. This course is intended to provide State of NC agencies with the ability to display pertinent information regarding employee payroll. Also this course contains the appropriate information for the purposes of updating and maintaining employee HR master data records with respect to payroll processing.

Notes:

SAP Training — Welcome

Welcome to the Payroll Maintainer course.

- Introductions
- Sign the Training Attendance Sheet
- Classroom Etiquette
- Cell phones off
- No side conversations




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Notes:

Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

Also ensure that others have a quality training experience. Please turn your cell phones off during class so others are not disturbed.



Prerequisites

- Beacon Overview BC100
- SAP Basic Navigation BC110
- Payroll Overview, Process, and Policy PY200

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For maximum understanding of this course, please ensure that you have completed the above prerequisites.

Notes:



Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports


Lesson 6: Payroll Maintainer Review

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This course includes six lesson modules.

Notes:

Course Objectives




Upon completion of this course, you should be able to:

- Display and maintain agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.
- Describe and execute the Time Approver Role.

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Notes:

Welcome: Strategy for Training



- Tell me

Concepts

Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
- Show me

Demonstrations

Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- Let me

Exercises

Student will complete the exercises which allows for hands-on practice in class – HANDS ON
- Support me

Availability

Instructor will be available to answer questions while the students complete the exercises

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The Strategy for Training is a proven method of learning the most from this course. Please give your instructor your undivided attention when a demonstration is in progress. Be assured that ample consideration has been given for time to complete the hands on exercises.

Notes:

Reference materials

- Student Guide
- Job Aids
- Other resources
 - Online help
 - Simulations
 - Work instructions






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Simulations let you practice using SAP in a clearly defined and safe environment. Each simulation has instructions to guide you through the task. Simulations are available only for select transactions.

Notes:

Online help



- Provides step-by-step procedures by screen
- Includes links to complete step-by-step procedures
- Includes links to simulations

To access BEACON Help, select the **Help > BEACON Help** menu option from any SAP ERP screen.

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Notes:

Your Training Responsibilities



- Attend the applicable training class
- Be actively involved and participate in training
- Practice after training


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Notes:

This course, as is true with all of the HR courses, is not designed for your specific division or agency procedures and policies. The training does not include all of the scenarios you encounter in your current job role. Instead, the courses in the Personnel Administration curriculum are designed with two purposes in mind:

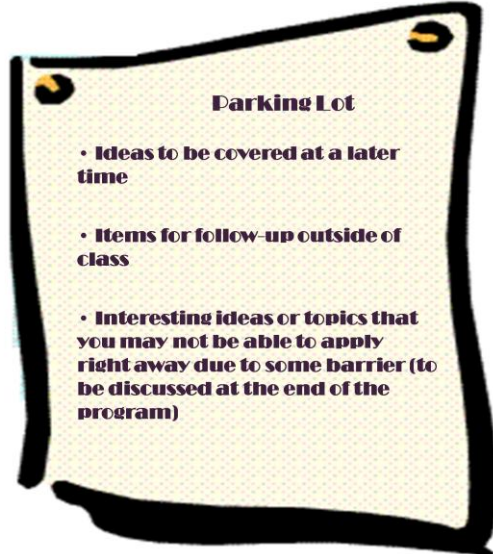
- To give you the basic knowledge and skills you need in order to perform your tasks in the SAP application as well as to perform any related business processes.
- To demonstrate how you can further develop your skills by using the classroom materials, Work Instructions, Online Help and practice sessions to continue your SAP education after training is completed.

As you can see, you play an active role in your training development. BEACON SAP HR/Payroll training is designed to ensure that you have the information you need in order to perform your duties and responsibilities.





The Parking Lot




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The Parking Lot poster will be used to record any concerns, expectations, and questions that cannot be answered during the class. If needed, your Instructors will follow up with answers to questions that could not be answered in class.

When you think of a concern, ask the instructor. If the instructor /navigator cannot answer the question, it will be forwarded to the BEACON office. The Training Solutions Center will contact the subject matter experts to determine an answer and will notify the instructor of the answer.

The instructor will share the answer if it is received before the end of class. If an expectation or concern cannot be addressed in class, the instructor will place it on a parking lot, research it, and provide the class with a response at a later date.

Notes:



Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports


Lesson 6: Payroll Maintainer Review

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The first lesson of the course will be a detailed view of payroll processing for the State of NC. This lesson will include some of the basics learned in the *PY200 - Payroll Overview* course.

Notes:

Lesson Objectives



Upon completion of this lesson, you should be able to:

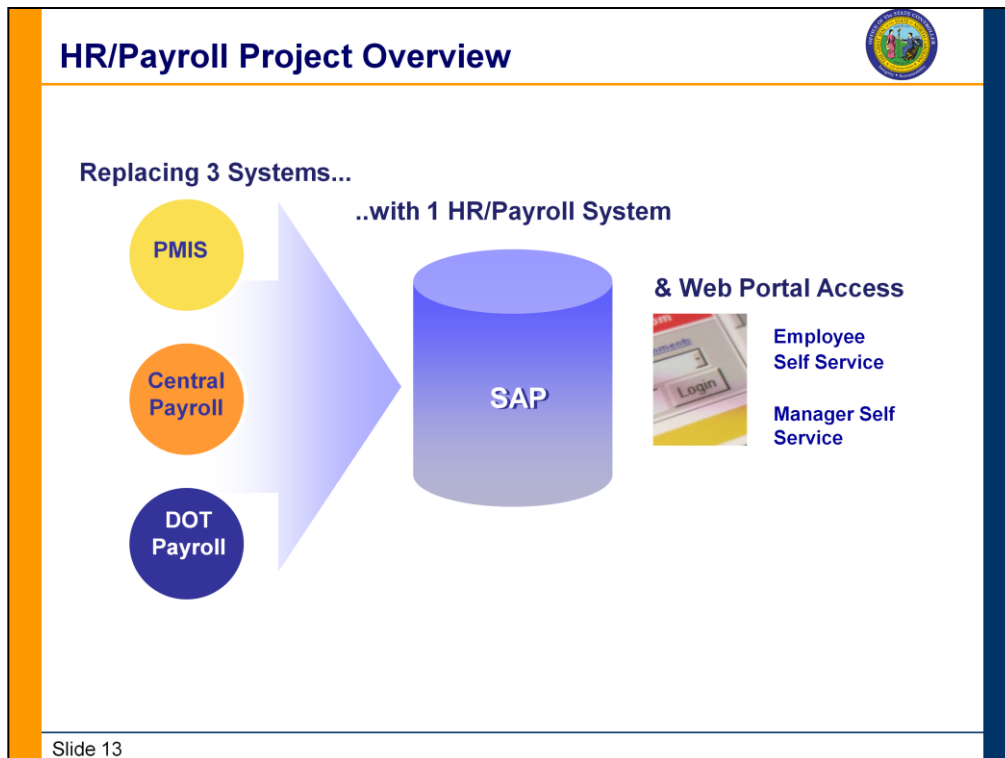
- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions.
- Describe essential master data needed for payroll processing.

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The objectives of the lesson are to further explore payroll processing as it applies to the State of NC as well as what is HR employee master data and how it applies to payroll.

Statutory and voluntary deductions will be explained further into the course.

Notes:



In *PY200 - Payroll Overview*, we learned that the BEACON project is a statewide collaboration to standardize the business processes in human resources, payroll, budget management, taxation, data storage, and accounting.


The Implementation of SAP will replace the following three systems:

- PMIS
- Central Payroll
- DOT Payroll

The SAP payroll module integrates with and accepts data from other modules such as Personnel Administration, Employee Self-Service, Benefits, and Time Management to accurately calculate payments to State employees and contractors.

Notes:

Payroll Processing



- Operations of payroll processing are supported by the BEST Shared Services located within the Office of the State Controller.
- Individual payroll offices at participating agencies are responsible for entering agency specific payroll deductions and supplements.

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The BEST Shared Services will perform all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. The SAP system will also maintain employee master data that will contain certain year-to-date data on each state employee.

The State of NC will be using the SAP Human Resource module as their system of record for all state employees and the SAP Payroll module for paying state employees.

Notes:

Remuneration Statement

Pay Period: 05/01/2007 through 05/31/2007
Check #: 000000500391
EE Group: A-SPA Employees
EE Subgroup: 81-FT-S-FLSADT Perm
Position: 59909925-JJ COUNSELOR

Earnings	Deductions	Taxes
Current: 3,514.61	1,331.84	847.79
YTD: 13,794.02	5,290.54	2,520.35

Earnings Hours Current

Regular Salary	0.11	9.61
Shift Premium 10%		14.14
Comp Time Payout		1.11
Adverse Weather		1.11
Military Leave/Active Duty	176.00	3,514.72
Paid Holiday		1.11
Total Earnings	3,514.61	13,794.02

Name: Kathy Mardick
Organization: 1801-Juvenile Justice Delinquency
Personnel Subarea: NCJ1-7day Nora

Welcome to SAPS 3.5003.

Deacon North Carolina
Office of the State Controller

Home My Staff (MSB) HELP My Data (ESS) SAP GUI
Clockwork My Employee Search My Working Time My Benefits My Pay My Personal Data

Paycheck Inquiry Service
Show Overview

Previous Salary Statement Next Salary Statement Exit

Employee Self Service (ESS)

Payroll Statement for Kathy Mardick
Pay Period: 05/01/2007 through 05/31/2007
Check #: 000000500391
EE Group: A-SPA Employees
EE Subgroup: 81-FT-S-FLSADT Perm
Position: 59909925-JJ COUNSELOR

Earnings	Deductions	Taxes	Net Pay	Deductions	Taxes	YTD
Current: 3,514.61	1,331.84	847.79	1,335.98	1,331.84	847.79	5,290.54
YTD: 13,794.02	5,290.54	2,520.35	5,290.54	5,290.54	2,520.35	13,794.02

Regular Salary 0.11 9.61
Shift Premium 10% 14.14
Comp Time Payout 1.11
Adverse Weather 1.11
Military Leave/Active Duty 176.00 3,514.72
Paid Holiday 1.11

Total Earnings 3,514.61 13,794.02

- The terms "pay statement" also mean "remuneration statement".

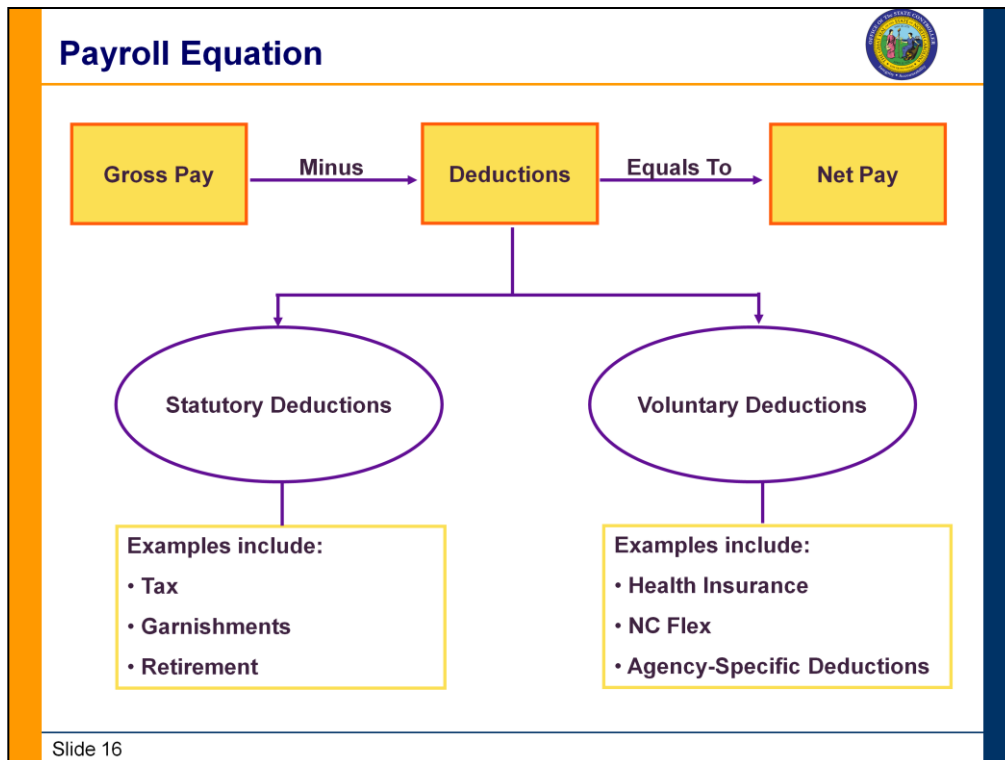
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Notes:

Remuneration statements are detailed list of amounts and information for employees per payroll period. This usually includes:

- Gross amount (for example, payments)
- Net amount (gross pay minus taxes minus deductions)
- Deductions (for example, combined campaign)
- Additional information (for example, organizational assignment, leave, notes to the employee)

OSC will no longer print and distribute pay statements to State employees. For employees using ESS, using the My Pay tab will give the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.



We learned in PY200 that the process of payroll is to calculate pay for work performed by individual employees. To understand how pay is calculated we need to explore the payroll equation.

When payroll is processed **gross pay** is calculated for each employee. Gross pay is the calculation of employee earnings. Examples of gross pay include; regular pay, shift pay, premium pay, and overtime pay.

Deductions actually exist in two separate categories: Statutory, and Voluntary. *Statutory deductions* are required by law. Examples include: Tax, Garnishments, and Retirement. *Voluntary deductions* are always requested or authorized by the employee. Voluntary deductions include: Health Insurance, NC Flex, and Agency-Specific Deductions.

Net Pay is gross pay minus all deductions. Net pay represents the employee's pay, and the amount deposited in their respective checking and/or savings accounts.

Let's take a detailed look at each part of this equation!

Notes:

Gross Pay

- Employees gross pay is calculated using several factors
 - Time worked
 - Overtime
 - Shift work
 - Absences

The screenshot displays the SAP 'Remuneration statement' for employee Kathy Mardick. It includes a summary table with columns for Earnings, Deductions, Taxes, Net Pay, and YTD. A detailed table below breaks down earnings by type (Regular Salary, Shift Premium, etc.) and deductions by type (Social Security, Medicare, etc.).

Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 3,514.61	- 1,331.84	- 647.79	= 1,534.98	TSERS EE	219.88	827.66
YTD: 13,794.02	- 5,290.54	- 2,520.35	= 5,983.13	*DJJP-403b Jefferson P11	1,000.00	4,000.00
				icare PT	100.00	300.00
				icare Pre Plan PT	100.00	100.00
				MC Flex Life Ins PT	9.70	29.10
				MC Flex Cancer PT	11.26	33.78
				Total Deductions	1,331.84	5,290.54
Total Earnings						

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Notes:

In PY200 Payroll Overview, the discussion on integration of SAP modules presented the concept of the Time Management module. Employee work hours are recorded in the employee’s time records in the SAP HR/Payroll system. This is completed with transactions of the Time Management and/or ESS modules.


The Time Management module updates the employee’s time record in the SAP HR/Payroll system on a regular basis with information regarding:

- Working hours (time and attendance)
- Absences (vacation, sick leave, FMLA)
- Shift work
- Overtime
- Longevity

The above information is maintained via infotypes that become wage types used during the processing of payroll.

When calculating gross pay for employees, several factors are taken into consideration. Each employee is assigned a basic pay amount to correspond with their working time. This pay amount can be based on their pay frequency (i.e. monthly, or biweekly). In addition to the basic pay, some employees are subject to work overtime. The SAP system will calculate overtime pay for these employees based on time and payroll rules. If the working time for an employee occurs during the night, during the weekend, or on a public holiday, the SAP system will calculate the appropriate pay per employee.

Deductions



- Examples of Voluntary Deductions include:
 - Voluntary Supplemental Retirement Plans (e.g., 401-K)
 - United States Savings Bonds
 - Medical Insurance
 - NC Flex Plans
 - Supplemental Insurance
- Examples of Statutory deductions include:
 - Retirement Contributions
 - Social Security (FICA) withholdings
 - Federal Income Tax withholdings
 - State Income Tax Withholdings
 - Garnishments

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Voluntary Deductions

Employee enrollment will be facilitated through the Benefits module of SAP or infotype 14, recurring deductions. Payroll will retrieve the monthly costs of the plans from Benefits.

Deductions and deduction frequencies are attached to the plans in payroll. Payroll can deduct according to employee's pay frequency.

Deductions can be prepaid prior to an employee going on leave so they still process while the employee is not receiving any pay.


Statutory Deductions

All State of NC employees must complete a W-4 Employee's Withholding Allowance Certificate form and the appropriate state withholding form. Form W-4 is used to claim withholding for federal income tax, and the appropriate state with form is used to claim withholding for state income tax. Withholding allowances determine how much income tax is withheld an employee's earnings.

Garnishments are considered a statutory deduction that deserves a more detailed discussion.

Notes:

Garnishments



- All appropriate garnishment rules (non-exempt amounts and disposable net) will be built in SAP.
- All garnishment orders will be forwarded to the BEST Shared Services for processing.
- The order will be keyed into SAP and generate a notification letter to the employee when requested.
- A letter will be sent to the originator of the garnishment when the employee separates.
- A responding letter will be sent to the court or organization issuing the garnishment order.
- When payroll executes on the next normal cycle or in an off-cycle process, the appropriate deductions will be taken from the employee's pay.

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All appropriate garnishment rules will be built in SAP.

Setting up of new garnishment orders will involve forwarding all original document to BEST Shared Services. BEST Shared Services will not accept copy or fax garnishment orders. Priority of multiple garnishments is handled in configuration and setup of garnishments.

All active garnishments are owned by BEST Shared Services. Inactive employees will be the responsibility of the agency.

Notes:

Net Pay

- Net pay is the amount an employee can take home after all deductions and taxes are taken out of the gross pay.
- Net pay is paid by direct deposit.

Remuneration statement

Pay Period: 05/01/2007 through 05/31/2007
Check Date: 05/31/2007
Check #: 0000000500391
EE Group: A-SPA Employees
EE Subgroup: B1-FT S-FLSAD1 Perm
Position: 59000929-JJ COUNSELOR

Name: Kathy Mardick
Organization: 1801-Juvenile Justice Delinquency
Personnel Subarea: NC01-7day Norma
Business Area: 1800-Juvenile Justice
Cost Center: 18000000-Juvenile Justice
Work Schedule:

Personnel No: 93000512


Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 3,514.61 -	1,331.84 -	647.79 =	1,534.98	RSERS EE	210.00	827.00
YTD: 13,794.02 -	5,290.54 -	2,520.35 =	5,983.13	TRICARE P11	1,000.00	4,000.00
				Tricare PT	100.00	300.00
				Tricare Pre Plan PT		100.00
				NC Flex Life Ins PT	9.70	29.10
				NC Flex Cancer PT	11.26	33.78
Regular Salary		0.11-	9,690.03	Total Deductions	1,331.84	5,290.54
Shift Premium 10%			32.00			
Comp Time Payout			149.78			
Adverse Weather			179.73			
Military LeaveActive Duty	176.00	3,514.72	3,514.72			
Paid Holiday			159.76			
Total Earnings		3,514.61	13,794.02			

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The Net Payroll component of SAP processes garnishments, deductions, taxes, and benefits for employees during a payroll run. Net payroll processing is based on wage types entered in SAP employee master data as well wage types that are calculated in the Gross Payroll component. Net payroll generates a results table containing wage types and amounts for all employees in a payroll run. This table serves as the basis for all output from the SAP Payroll system, such as third-party remittances and statutory deduction reporting.

Notes:

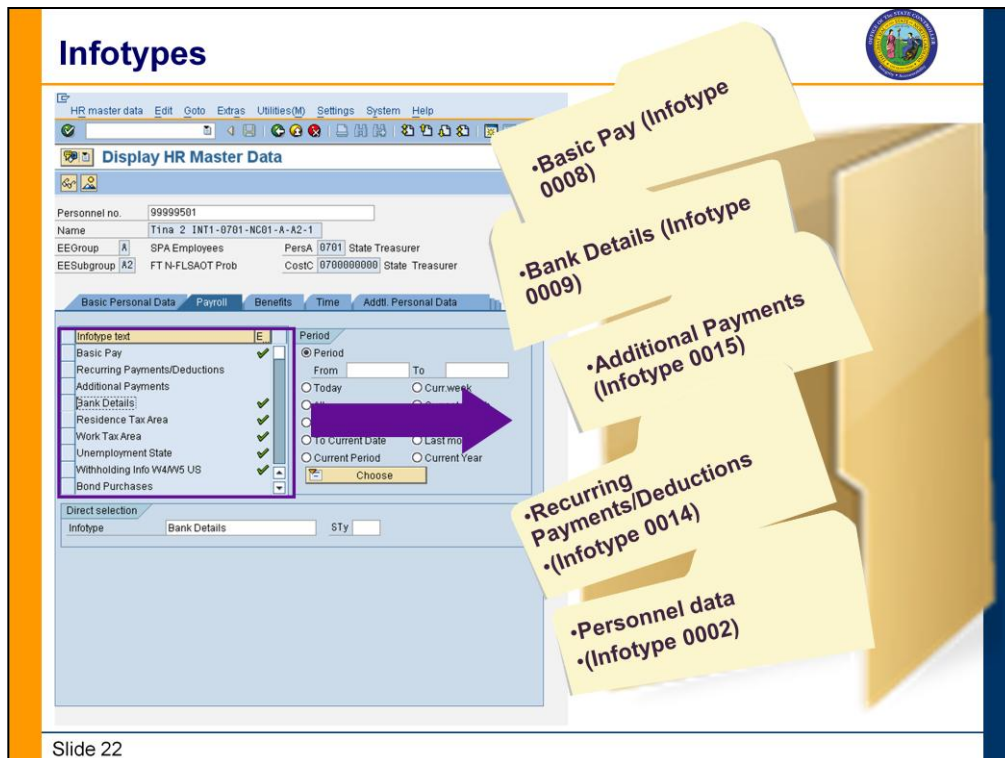
Deduction Priority



- What happens when an employee does not have enough net pay to capture all deductions?
 - All deductions are given a deduction priority (pretax and deferred deductions first, taxes second, garnishments third, then other deductions as prioritized).
 - All deductions are given a setting of how they should process if the employee does not have enough to deduct the full deduction.

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Notes:



Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module. Infotype is the term SAP uses to identify the screens that make up an employee's personnel file.

Just as you would have individual pieces of paper in a file folder to comprise a manual personnel record, you will have electronic infotypes to comprise a personnel record. Just think of an infotype as a screen of related information.

You will learn about many different infotypes in this course. For the purpose of payroll processing, the typical master data needed includes:

- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Garnishment information, which includes garnishment order details, and types.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other earnings, and deductions.
- Time information, including work schedule, leave, and absence information.

Notes:

Infotypes

The screenshot displays the SAP HR Master Data Infotype selection interface. On the right, a list of infotypes is shown, including '0000 Actions', '0001 Organizational Assignment', '0002 Personal Data', '0003 Payroll Status', '0004 Challenge', '0005 Leave Entitlement', '0006 Addresses', '0007 Planned Working Time', '0008 Basic Pay', '0009 Bank Details', '0010 Capital Formation', '0011 External Transfers', '0012 Fiscal Data D', '0013 Social Insurance D', '0014 Recurring Payments/Deductions', '0015 Additional Payments', '0016 Contract Elements', '0017 Travel Privileges', '0019 Monitoring of Tasks', '0020 DEUEV', and '0021 Family Member/Dependents'. The left side shows a 'Direct selection' section with an 'Infotype' field and a 'Choose' button. A purple arrow points to the 'Infotype' field.

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Each Infotype has a numerical key in addition to a name key.

To access the infotype via numerical key, enter the number for the infotype in the **Infotype** field. Click Enter. The system will display the name of the infotype you selected in the infotype field.

To access the infotype via matchcode, click the matchcode button, select the appropriate infotype from the list, and click Enter twice.

Notes:

Subtypes

The screenshot shows the 'Display HR Master Data' application. The 'Infotype text' list on the left includes 'Bank Details' with a checkmark. The 'Direct selection' section shows 'Infotype' as 'Bank Details' and 'STy' as '0'. A purple arrow points from the 'STy' field to the 'Subtypes for infotype "Bank Details" (1)' window on the right. This window lists 7 entries: 0 Main bank, 1 Other bank, 2 Travel Expenses, 5 Main bank details for Off-Cycle, 6 Other bank details for Off-Cycle, BR03, and F1 Bank Details for Fam.All beneficiary.

Bank Details Infotype 0009 allows for employees to list:

- 0 – Main Bank
- 1 – Other Bank
- 2 – Travel Expenses

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Subtypes are categories of infotypes that hold additional information.

For example, the State of NC will allow the use of multiple bank accounts for direct deposit. For Infotype 0009 Bank Details, subtype 0 represents the **Main Bank** account for deposits and subtype 1 represents **Other Bank**.

Notes:

Infotypes

- Several Infotypes are required to be complete and accurate for successful payroll processing:
 - Infotype 0001 Organizational Assignment (PA)
 - Infotype 0003 Payroll Status (Payroll)
 - Infotype 0007 Planned Working Time (Time)
 - Infotype 0008 Basic Pay (PA)
 - Infotype 0009 Bank Details (Payroll)
 - Infotype 0208 Work Tax Area (PA)
 - Infotype 0209 Unemployment Tax Area (PA)
 - Infotype 0210 Tax Withholding Info (PA)/(Payroll)
 - Infotype 0234 Additional Withholding (if necessary) (PA)
 - Infotype 0235 Other Taxes US (if necessary) (PA)



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These infotypes are accessible via **PA20 (Display)** and **PA30 (Maintain)**. The chart below list the appropriate security role(s) needed to maintain payroll dependent infotypes:

Notes:

Infotype Name	Infotype Number	SAP Security Role
Organization Assignment	0001	HR Master Data Maintainer Short Term Disability Spec
Payroll Status	0003	Central Payroll Processing
Planned Working Time	0007	HR Master Data Maintainer
Basic Pay	0008	HR Master Data Maintainer
Bank Details	0009	HR Master Data Maintainer, Payroll Administration
Work Tax Area	0208	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Unemployment Tax Area	0209	HR Master Data Maintainer, Payroll Administration Central Payroll Processing
Tax Withholding Info	0210	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Additional Withholding	0234	Central Payroll Processing
Other Taxes US	0235	Central Payroll Processing

Instructor Demonstration #1

- Payroll Simulation – PC00_M10_CALC_SIMU
 - Use this procedure to simulate an employee's payroll.
 - INFORMATION:
 - Payroll Period
 - Employee ID
 - Variant



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Notes:

1. Variant: ZPROD-MONTHLY
2. Payroll Area: 01
3. Payroll Period: April 2008 04 2008
4. Employee ID: Maureen Ahmed XXXXXXXX
5. Check **Display Log**.
6. Check **No remuneration statement**.
7. Execute
8. Expand Maureen Ahmed's 04/2008 Pay Result.
9. Double click PRINT (highlighted light blue).
10. Scroll the Results table to show simulated payroll results for Maureen Ahmed, noticing wage type 1000 Regular Sal01.

Although you will not have the capability to run a payroll simulation, you will have the ability to display the same results for an employee after payroll has been processed. This class will cover this process in Lesson 5 *Payroll Reports*.

Lesson Review




In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of gross pay, net pay, statutory deductions, and voluntary deductions.
- Describe essential master data needed for payroll processing.

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Notes:



Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports


Lesson 6: Payroll Maintainer Review

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The second lesson of this course will cover how to display HR master data records.

Notes:

Lesson Review




Upon completion of this lesson, you should be able to:

- Understand how to log on SAP.
- Navigate within SAP.
- Display HR master data records.

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Notes:

SAP Log On



To log on to the SAP system, you will need:

- BEACON portal access
- NCID ID
- Password



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Users will access the BEACON system using their NCID and password.


BEACON users need to set up their NCID prior to logging into the system.

Notes:

Exercise #2.1

- Log on SAP

In this scenario, you log on SAP to start your work day.



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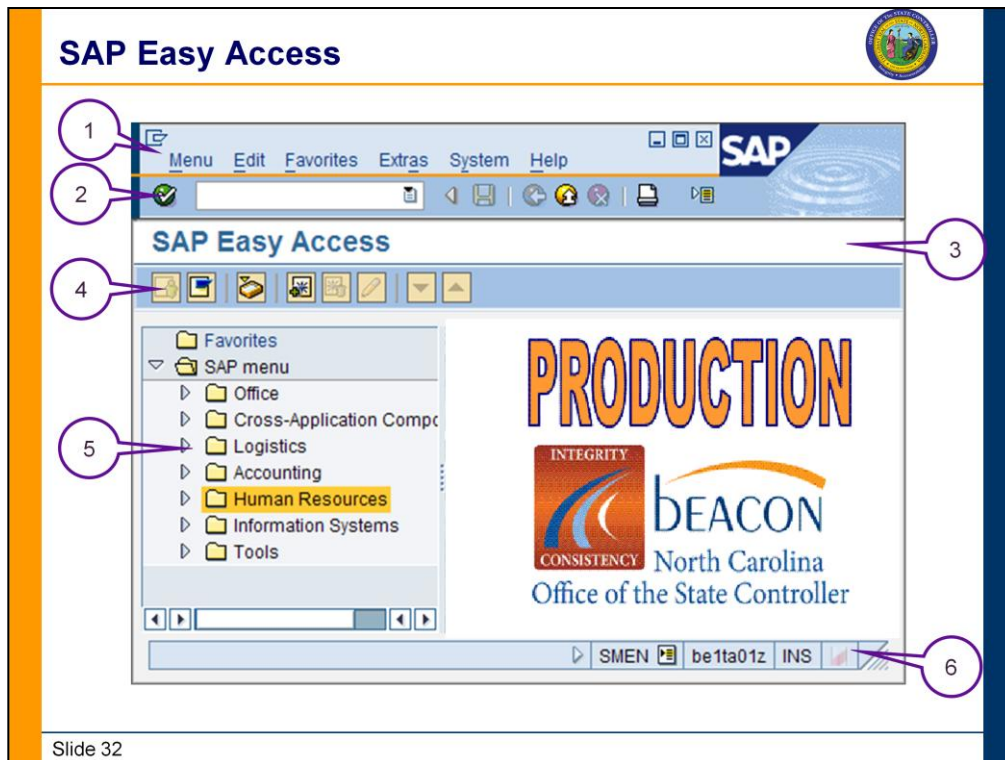
Notes:

Exercise 2.1: Logging onto SAP

Scenario: You need to log on SAP to start your work day.

Job Aid: Logging onto SAP

Name at least two things are needed to log on to SAP?

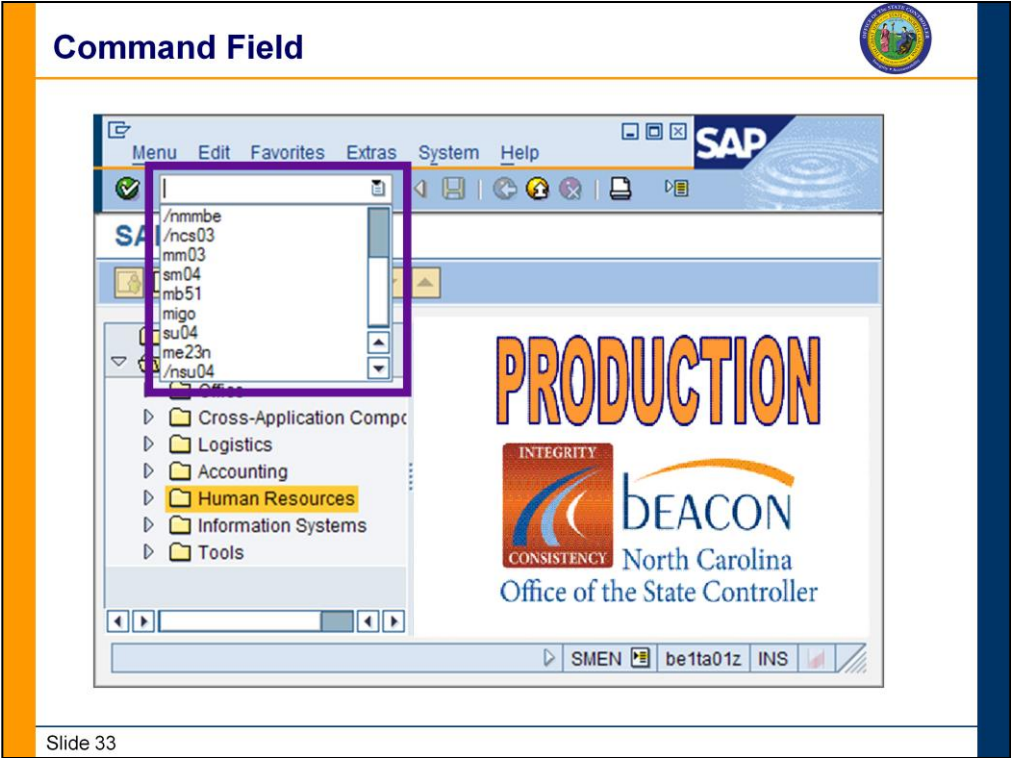


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Notes:

Regardless of what is transpiring within SAP, seven features or elements are found on every screen of the SAP application window:

1. **Menu bar** – The menu bar contains screen specific headers that can be clicked for submenu actions.
2. **Standard toolbar** – The standard toolbar contains the command field and several command buttons for working with transactions and navigating between transaction screens.
3. **Title bar** – The title bar displays the name of the screen and/or transaction in the application window.
4. **Application toolbar** – The application toolbar is a screen specific row of command buttons. This toolbar replicates some commands that exist on the menu bar.
5. **Central work area** – The central work area is located between application toolbar and status bar of every screen. This area is the working area for the SAP environment.
6. **Status bar** – The status bar contains the message field and system data field. The message field is one place SAP uses to display system confirmations, warnings, errors, and other messages. The system date field displays all technical information regarding the SAP system, including the transaction currently being displayed in the Central work area.
7. **Popup window** (not pictured above) – The popup window is the second place that the SAP system displays messages and typically requires the user to take action (i.e., confirm yes or no).




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The command field is used to navigate to SAP transactions. Every transaction has an initial screen in the application and is identified via a unique name known as a transaction code. By entering that code in this field, the system will navigate to the initial screen of that transaction. The command field will also contain a list of recently used icons. To view this list, click the list icon  at the end of the field.

Notes:

Displaying an HR Employee Record

To navigate from the SAP Easy Access menu to the initial display screen of any employee master record, simply enter PA20 in the command field, click Enter on your keyboard, and the initial screen will display.



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Using the PA20 transaction, you can display an infotype in an employee master data record. This transaction code is used for display only and does not allow any additions, updates, or changes to the employee record.

The initial screen of PA20 will either display the last employee record viewed and allow the ability to search for an employee record to display. If the employee Personnel Number is readily available, enter the number in the Personnel no. field and display the employee record.

Notes:

Maintaining an HR Employee Record

To navigate from the SAP Easy Access menu to the initial change (maintain) screen of any employee master record, simply enter PA30 in the command field, click Enter on your keyboard, and the initial screen will display.

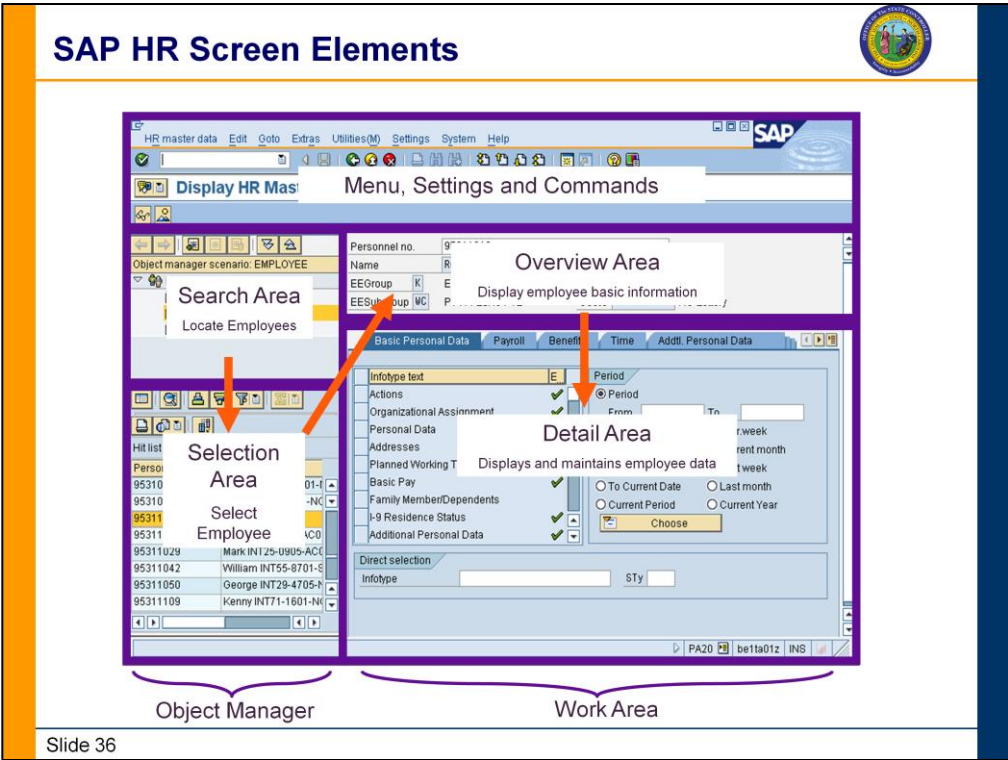


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Using the PA30 transaction code, you can change, or update an employee infotype master data record. This transaction code is used to change existing employees. It does not allow you to add a new employee to the system.

The initial screen of PA30 will display the last employee record maintained or allow the ability to search for an employee record to be displayed. If the employee Personnel Number is readily available, enter the number in the Personnel no. field, press Enter, and the employee record will be displayed.

Notes:



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Let's get a better understanding of the HR Master Data Screen!


Notes:

On the left hand side of the screen is the *Object Manager*, which is divided into a *Search Area* above and a *Selection Area* below. Use the *Search Area* to search employees according to certain criteria such as last name, first name, organizational assignment, and so on. A list is generated in the *Selection Area*. Select the employee personnel number in the selection area. Once the employee has been selected all information will display in the *Work Area* on the right hand side of the screen.

The right hand side of the screen, or *Work Area*, is divided into an *Overview Area* and a *Detail Area*. The *Overview Area* displays basic employee information such as name, employee group, employee subgroup, personnel area, and cost center. The *Detail Area* displays data based on the menu or infotype chosen.

Exercise #2.2

- Display HR Master Data
 - Use this procedure to display an employee's HR master data.
 - INFORMATION:
 - Personnel No.



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Notes:

Use the instructions in the Exercise Guide to complete this exercise.

Employee Search

- There are three basic search options via the Object Manager Search Area.

Object manager scenario: EMPLOYEE

Person

Collective search help

Search Term

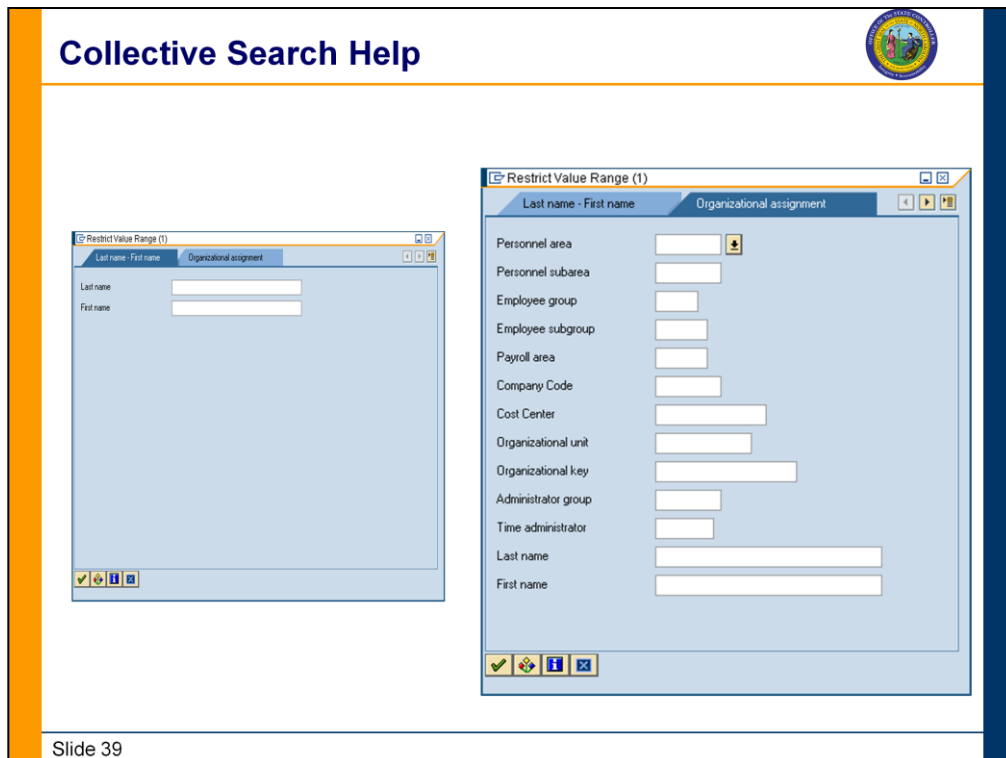
Free search

- Collective Search help is the most commonly used of the three.

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Use the *Object Manager* to create a list of employees who meet specific selection criteria (for example: last name, personnel area, employee group).

Notes:



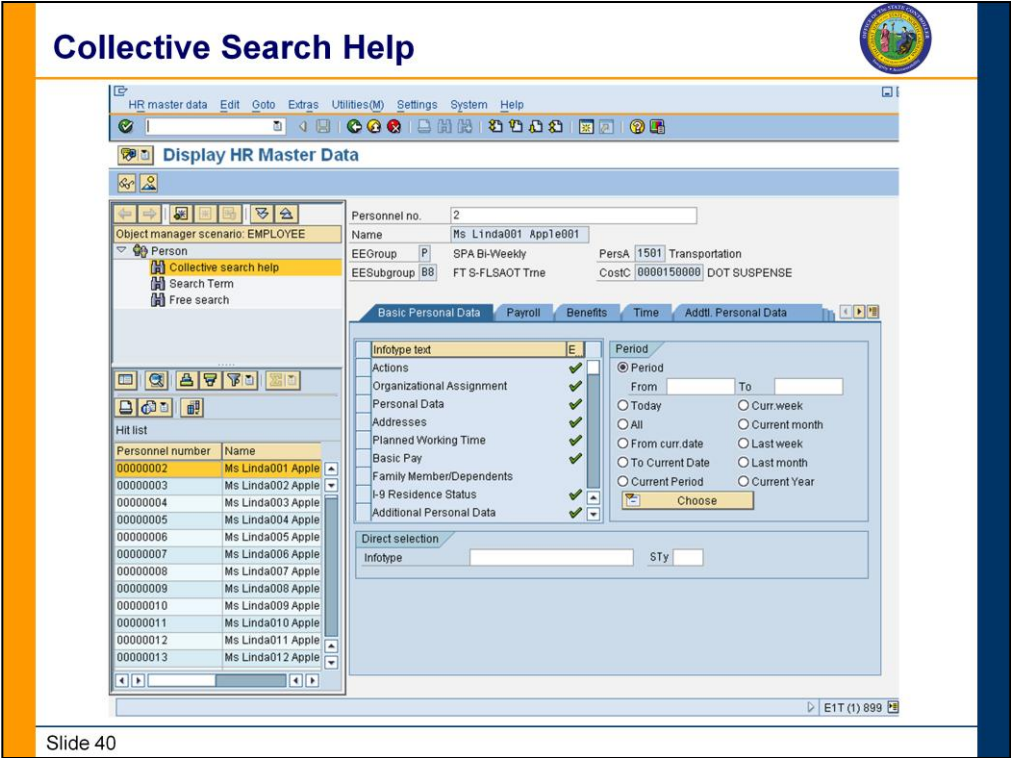
Searching for an employee record can be done using a combination of fields such as:

- Last Name
- First Name
- Personnel Area
- Employee Group
- Employee SubGroup

Use additional selection criteria to further limit the results of your search.

You can search on the name by entering =n.lastname. You can also search for a SSN by entering =c..ssn in the Personnel No field

Notes:



Notes:

Using the *Object Manager* results list keeps you from having to back out of the information screen, search for another employee, and then come back into the information screen to view the same information for another employee.


To view another employee without researching just double-click the employee's name in the *Hit List*.

If you notice a **Start Date** column when searching for an employee, this **Start Date** represents the employee's date of birth.

Exercise #2.3

- Search HR Master Data

In this scenario, you must search for the employee record.



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Notes:

Exercise 2.3: Search HR Master Data

Scenario: Use the Collective Search Help to search for all employees with the last name Lewis.


Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.

1. What is his Personnel No.? _____
2. What employee group is assigned to his record?

Lesson Review


In this lesson, you learned to:

- Understand how to log on SAP.
- Navigate within SAP.
- Display HR master data records.



Slide 42

Notes:



Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports

Lesson 6: Payroll Maintainer Review

Slide 43

The third lesson of the course will discuss how to display and change employee HR master data records as it relates to payroll functions.

Notes:

Lesson Objectives



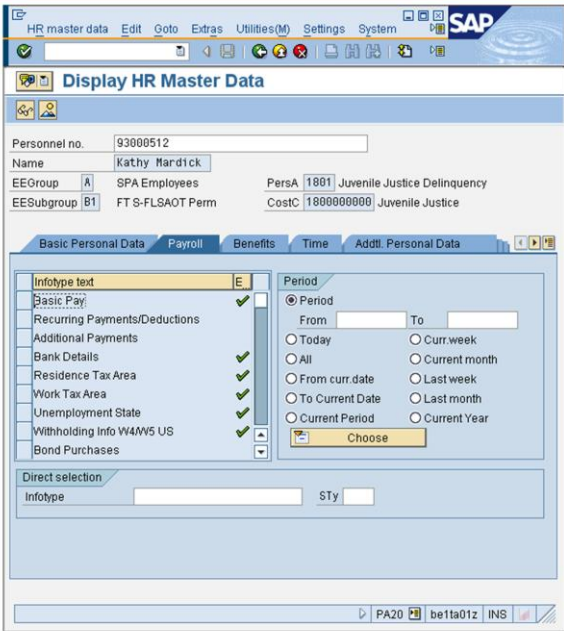
Upon completion of this lesson, you should be able to:

- Update Employee Bank Details IT0009.
- Update Recurring Payments/Deductions IT0014.
 - Agency-specific deductions and supplements
 - Cell Phone Supplement
 - Combined Campaign
 - Personal Use of State Vehicles
- Update Additional Payments IT0015.
 - Relocation Pay
- Display Garnishments IT0194, IT0195.

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Notes:

Displaying Infotype Data

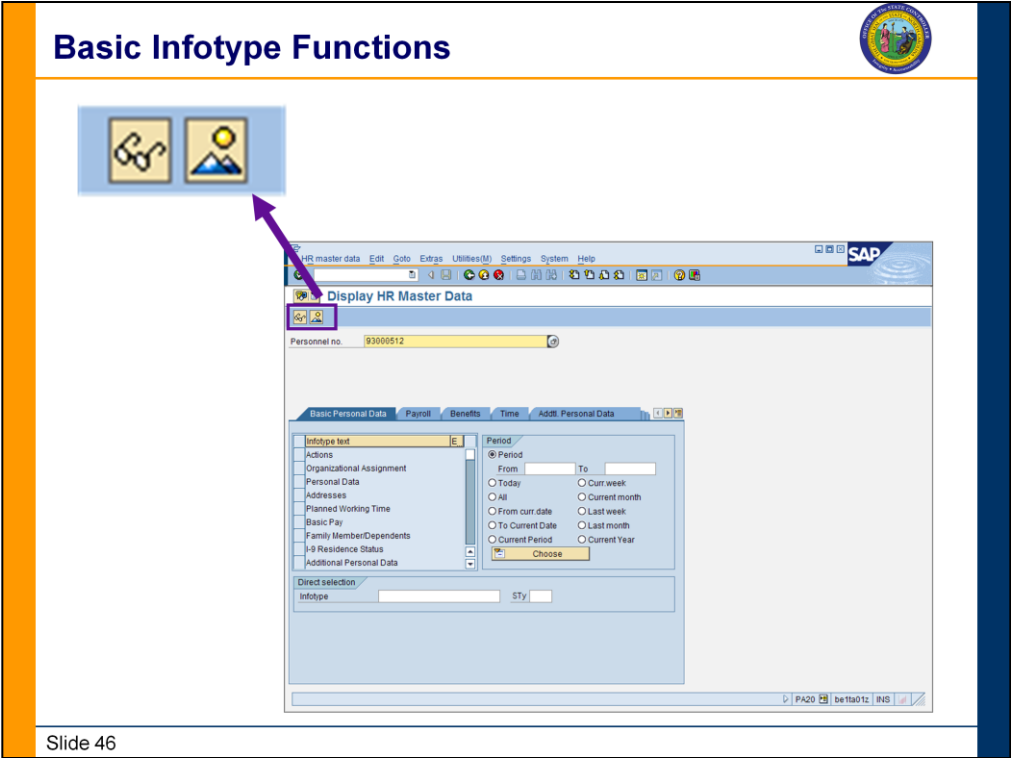


The screenshot shows the SAP HR Master Data display for employee Kathy Mardick (Personnel no. 93000512). The Payroll tab is active, showing a list of infotypes with green checkmarks indicating active records. The infotypes listed are Basic Pay, Recurring Payments/Deductions, Additional Payments, Bank Details, Residence Tax Area, Work Tax Area, Unemployment State, Withholding Info W4/W5 US, and Bond Purchases. The Basic Pay infotype is selected, and the period is set to 'Today'.

Slide 45

HR master data is viewed by displaying infotype records. Each employee record consists of active infotypes based on actions created for that employee record. Take a look at the above HR master data for Kathy Mardick. This screenshot shows the Payroll tab as the active tab. Notice that there are several tabs (i.e. Basic Personal Data, Benefits, Time, and etc.) which exist within an HR master data record. Each of these tabs group related data together by using infotypes. When looking at the list of infotypes, a green check mark denotes that an infotype record exists. Using the above example, Kathy Mardick has infotype records for Basic Pay, Bank Details, Residence Tax Area, Work Tax Area, Unemployment State, Withholding Info W4/W5 US.

Notes:



Slide 46


There are various ways to display employee master data infotype records.

The Display button shows the selected infotype data. Upon selecting this button SAP will take you to the most recent infotype record available. If available, use the Previous Record button, Next Record, or Overview buttons to move through other infotype records.

The Overview button provides a history of records associated with an infotype. From this list, use the record selection button to highlight the infotype record of choice, then click the Choose button to display the record.

Notes:

Infotype Validity Period



Infotype Edit Goto Extras System Help

Overview Basic Pay (0008)

Payments and deductions

Personnel No	95248942	Name	Brenda Wilson
EEGroup	E	SPA 11M pd over 11M	PersA 2001 Health Human Services
EESubgroup	Y1	PT S-FLSAOT Perm	Statu Active
Choose	01/01/1800	to	12/31/9999
			STy.

Start Date

End Date

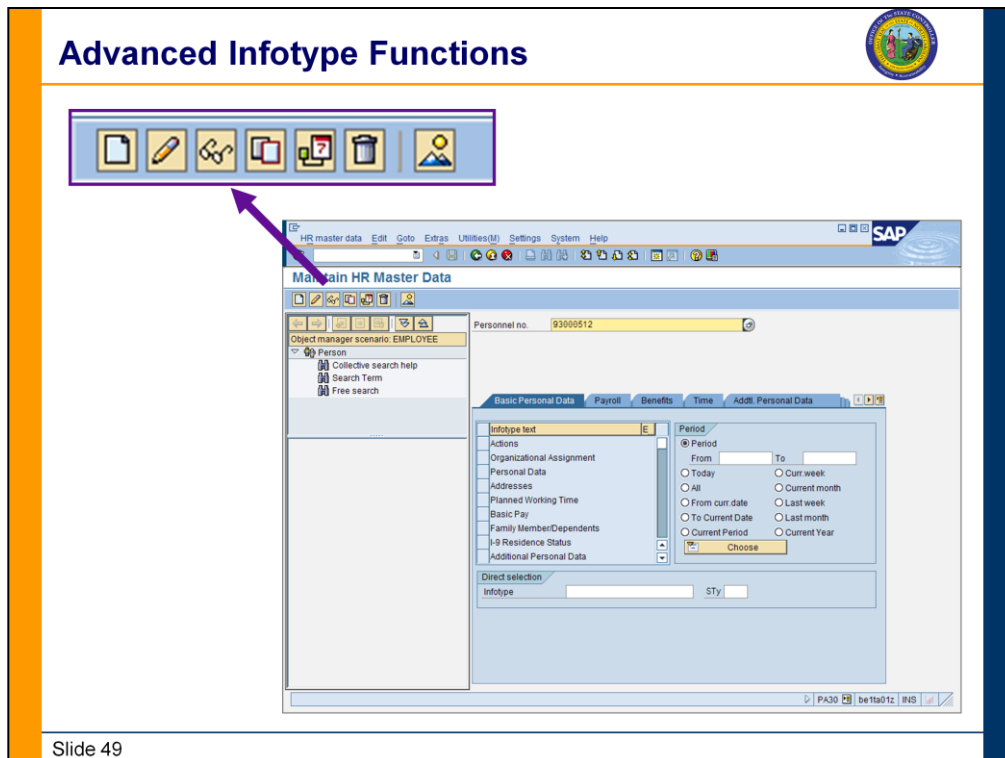
Slide 47

Each infotype record has a beginning and ending date. These dates are known as the validity period. **Validity periods** define the life span or “valid period” of the information contained in the infotype. When creating a new infotype, both the beginning and ending dates are required. In most cases, the ending date is unknown. If this is the case, SAP allows the use of 12/31/9999 to be entered.

Using dates allows SAP to store historical infotype data.

Notes:

This process of delimiting is very important because SAP is a date-driven system.



Slide 49


There are various processing options you can use to maintain master data.

The processing options for infotype records include:

- Create
- Maintain (Edit)
- Copy
- Delimit
- Delete


Notes:

Advanced Infotype Functions



New Records

Changing existing records




Create

New infotype record

Blank entry screen

Fill required fields

Retains History




Change (=correct)

Correct errors

Enter missing data in fields

Retains **NO** History



Copy


New infotype record

Screen from previous record

Modify fields

Overwrite start date


Retains History



Delimit

Enter end date for current record

Retains History



Delete

Remove infotype record from database

Retains **NO** History

Slide 50

New infotype records are created by using the create or copy function.

Create – The Create function enables the entry of new data. When creating a new record, an old record is delimited if it exists. Infotype history is created using appropriate validity periods.

Copy – The Copy function is the creation of a new record and updates the infotype history. Unlike the Create function, the data is not entered on a blank screen, instead it is a screen with current valid data and the data can be overwritten. Be sure to change the date of the new record so the history is created properly.

To change existing infotype records use the change, delimit, or delete functions.

Change – The Change function enables the correction of an existing record without creating a new one. Changes to infotype records are not included in the history.


Delimit – Enter the end date for current record. This will be create an infotype history.

Delete – Removes infotype record from the database. This will remove the infotype record from the history. **NOTE:** It is strongly encourage that this option not be used without assistance from BEST Shared Services.


Now that we know more about infotypes, let's take a look at important infotypes used by agency payroll employees!


Notes:


Maintain Employee Bank Details





- Maintain HR Master Data (PA30)
 - Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click on the name.

Personnel no. 99999503 

- Press Enter () to populate the employee's information.
- In the **Direct Selection Infotype** field, type **0009**.

Direct selection
 Infotype 0009  STy

- Click the Overview icon () to see a list of Employee Bank.
- Details or click the Display icon () to see the last record entered.

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Notes:

As of October 1, 2007, the Office of State Controller required all employees paid through Central Payroll to use direct deposit. Direct Deposit information for current employees prior to Go-Live has been converted from Central Payroll to the SAP. Any exception to the policy must be requested in writing to the State Controller's Office. Direct Deposit information should automatically be entered for all new hires. Employees can have multiple bank accounts in SAP with either an additional percentage or dollar amount for deposit.

CRITICAL! - Changing bank accounts should be done on the first day of the payroll period. If it is changed in the middle of the pay period, the system looks at all active accounts within the pay period, not just for the date of payroll run. For example, if you have 90% of your pay going to your main account A, and 10% going to a savings account B, but in the middle of the payroll period you change that 10% to be directed to account C, the system will read B and C, and take 10% to B and 10% to C, removing 20% of your pay from your main account A. Depending on the complexity of your account mapping and the amount of your paycheck, this could result in no pay to your main account.

The infotype to view an employee's bank details is 0009 – Bank Details.

It is best to display what already exists in the infotype record before making changes to HR master data.

Maintain Employee Bank Details

Overview Bank Details

Personnel No: 10990 Name: STANFORD HUSH

EEGroup: C SPA 10M pd over 10M PersA: 1681 Environment Natural Resources

EESubgroup: A2 FT N-FLSAOT Prob Status: Active

Choose: 01/01/1800 To: 12/31/9999 STy:

Start Date	End Date	Payee	Payment method	Ban	Bank Key
02/01/2007	12/31/9999	STANFORD HUSH	Payroll Direct Deposi	US	253175494

Display Bank Details

Personnel No: 10990 Name: STANFORD HUSH

EEGroup: C SPA 10M pd over 10M PersA: 1681 Environment Natural Resources

EESubgroup: A2 FT N-FLSAOT Prob Status: Active

Start: 02/01/2007 to 12/31/9999 Chng: 04/03/2007 (AHMED)

Bank details

Bank details type: Main bank

Payee: STANFORD HUSH

Postal Code/City: 286270900 CONCORD

Bank Country: USA

Bank Key: 253175494 COASTAL FEDERAL CREDIT UNION

Bank Account: 00014021000040 Bank control key: 01

Payment method: P Payroll Direct Deposit

Purpose:

Payment currency: USD

Standard value: 0.00 USD

Standard Percentage: 10.00

Display Bank Details

Personnel No: 10990 Name: STANFORD HUSH

EEGroup: C SPA 10M pd over 10M PersA: 681 Environment Natural Resources

EESubgroup: A2 FT N-FLSAOT Prob Status: active

Start: 06/27/2007 to 12/31/9999 Chng: 06/27/2007 (25APXSS0001)

Bank details

Bank details type: Other bank

Payee: STANFORD HUSH

Postal Code/City: 286270900 CONCORD

Bank Country: USA

Bank Key:

Bank Account: Bank control key:

Payment method: Cash Payment

Purpose:

Payment currency: USD

Standard value: 0.00 USD

Standard Percentage: 10.00

If employee chooses to split deposit they must either choose a dollar amount (Standard value) or percentage

Slide 52

The employee must have a single type “0 – Main bank” record for direct deposit. Employee’s may have up to 3 type “1 – Other bank” records. Each record must have a begin and end date.

How does Split Deposit work?

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other bank’s first and the remaining balance will be deposited in the Main bank.

For example:

Look at Stanford Rush’s split deposit represented above, when Stanford’s payroll is processed 10% will be deposited in his other bank and the balance will be deposited in his Main Bank.


Notes:

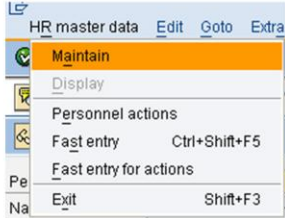
V5_100309

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Maintain Employee Bank Details

To switch from display mode to maintain mode when viewing HR master data:

- Click the back button () until you return to the initial screen of the employee record.
- Select **HR master data** from the menu, then select **Maintain**.




Slide 53

Use the Overview list for employee bank details to see how many active infotype records exist, and what type. (e.g., 0 – Main Bank, 1 – Other Bank). Choose the correct infotype function based on the employee request. If the person is making minor changes to their details (e.g., same bank, different account), then use the Copy function and be sure to adjust the dates appropriately. If the employee is changing all of the bank details, use the Create function. Both the Copy and Create infotype functions will retain history of the infotype record.

Notes:

Maintain Employee Bank Details



- Enter **Start** date and, if known, the **To** date.

Start

01/13/2007

to

12/31/9999

- Enter **Bank details type**, **Payee**, **Postal Code/City**, **Bank Country**, **Bank Key**, **Bank Account**, **Bank control key**, **Payment method**, **Purpose**, **Payment currency**.

Bank details

Bank details type

Main bank

Payee

Kathy Mardick

Postal Code/City

27604

Raleigh

Bank Country

USA

Bank Key

053108195

FIRST CITIZENS BANK & TRUST COMPANY

Bank Account

067092023

Bank control key

02

Payment method


P

Payroll Direct Deposit

Purpose

Payment currency

USD

- Click the Save button () twice to update the record.

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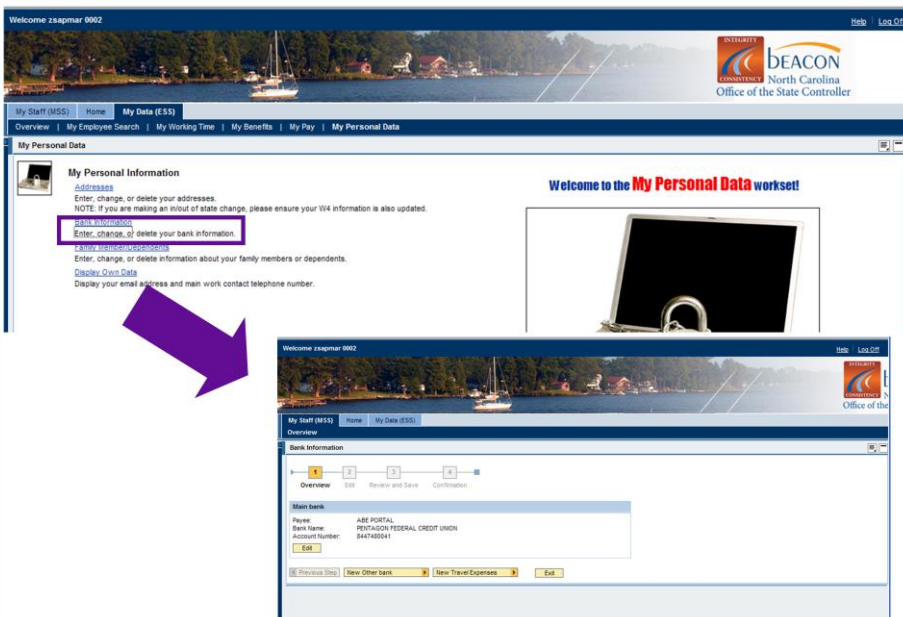
Notes:

The “To” date should always be 12/31/9999 unless the employee knows that this action will be temporary.

Example:

An employee wants to deposit \$50.00 per pay period into a new account from 08/1 – 12/31/9999.

Maintain Employee Bank Details

Welcome zsapmar 0902

Home | Help | Log Off

BEACON
North Carolina
Office of the State Controller

My Staff (MS) | Home | **My Data (ESS)**

Overview | My Employee Search | My Working Time | My Benefits | My Pay | **My Personal Data**

My Personal Data

My Personal Information
[Address](#)
 Enter, change, or delete your addresses.
 NOTE: If you are making an input of state change, please ensure your VA information is also updated.
[SSN Information](#)
 Enter, change, or delete your bank information.
[Family Members/Dependents](#)
 Enter, change, or delete information about your family members or dependents.
[Display Own Data](#)
 Display your email address and main work contact telephone number.

Welcome to the My Personal Data workset!

Bank Information

Overview | Edit | Review and Save | Confirmation

1 Overview **2** Edit **3** Review and Save **4** Confirmation

Bank Information

Bank Name
 ABE PORTAL
 BEACON FEDERAL CREDIT UNION
 Account Number:
 004740041


Employees can use Employee Self Service to make changes to their Bank Details.

Employees that do not have access to ESS must contact their agency HR/Payroll office or contact BEST Shared Services to make changes to bank details.

Notes:

Exercise #3.1

- Maintain Employee Bank Details – IT0009
 - Jay Lee submitted a voided check to have his deposit changed to a new account.
 - INFORMATION (most often obtained):
 - Personnel no.
 - Bank Detail Types
 - Payment Method
 - Standard Value
 - Standard Percentage



Slide 56

Exercise 3.1: Maintain Employee's Bank Details


Notes:

Scenario: Jay Lee submitted a voided check to have his deposit changed to their new account. Be sure to remind him that he should not close his old account until at least one paycheck has been deposited in the new account.

Work Instruction #: PA30 IT0009 Maintain Employee Master Data

Refer to separate Data Sheet for specific data to be used to complete this exercise.

Agency Deductions and Supplements



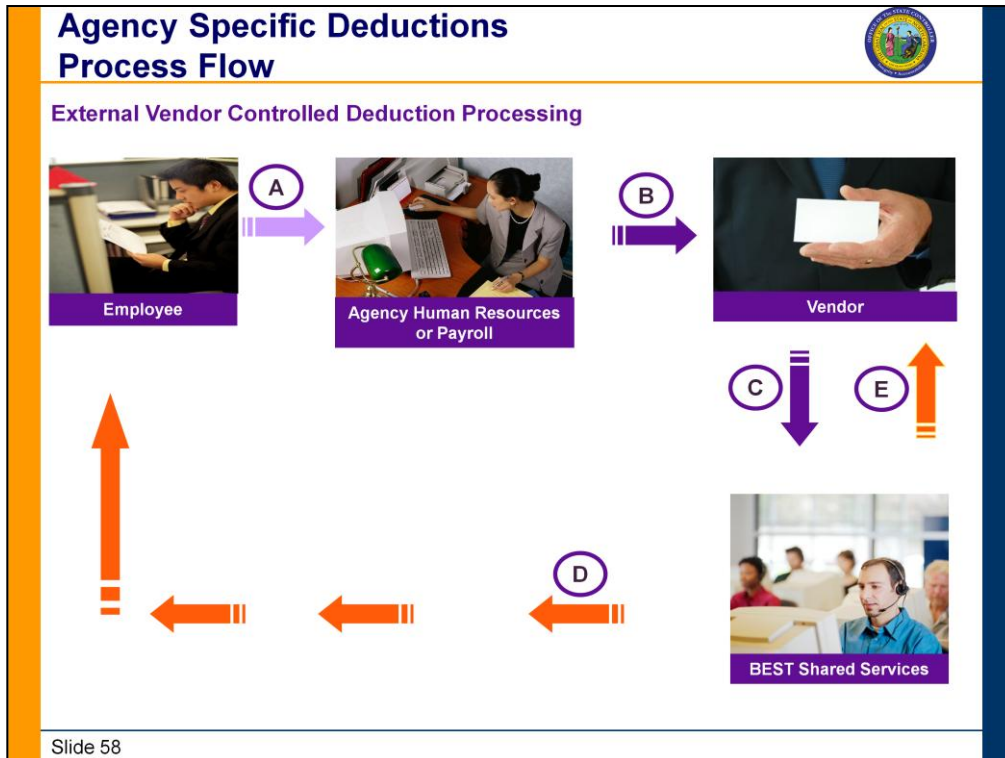
- Agency payroll staff are responsible for the following deductions and processes:
 - Cell Phone Supplement
 - Management of Personal Use of State Owned Vehicle
 - Combined Campaign
 - Relocation Pay
 - Agency Specific Insurance Plans

Slide 57

Deductions were discussed in PY200. Remember the following points when dealing with deductions:

- Deductions can either be recurring IT0014 or one-time IT0015.
- Deductions are taken out of employee's pay during payroll run.
- Deductions are grouped and paid through Third Party Remittance as they become available.

Notes:

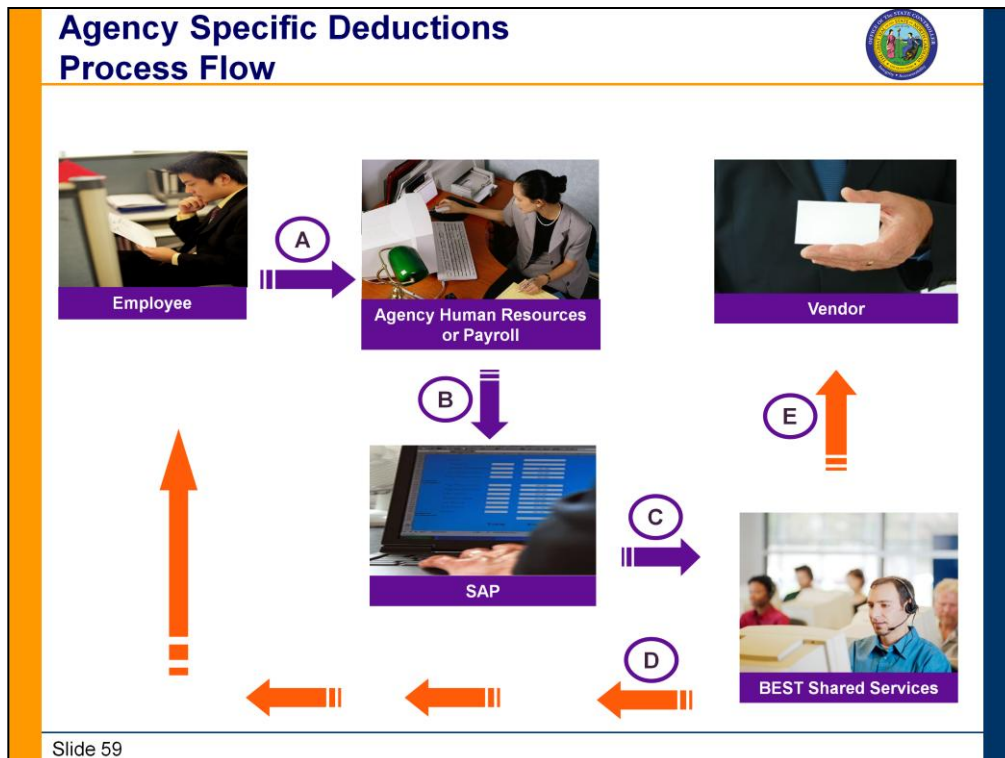


Use this process flow for an external vendor controlled deduction.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources or Payroll.
- B. Agency HR Rep or Payroll Rep forwards the form to the vendor.
- C. Vendor provides deduction information to BEST Shared Services.
- D. BEST Shared Services receives and processes deduction information from vendor. Upon the next payroll run, the employee will see the deducted amount from their pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of external vendor controlled deduction is 401K.

Notes:



The following steps represent the Agency Specific deduction process.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources.
- B. Agency HR Rep or Payroll Rep enters the deduction into SAP.
- C. BEST Shared Services process deduction information from SAP via payroll.
- D. Upon the next payroll run, the employee will see the deducted amount from their pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.


An example of an agency specific deduction is combined campaign.

Notes:

Agency Deductions and Supplements

When setting up deductions, several considerations must be taken into account. These include:

- Is there a deduction already in existence?
 - If so, what change is being made to the deduction?
- Is this a new recurring deduction?
 - If so, a new Infotype 0014 will be created.
- Is the deduction a one-time deduction?
 - If so, an Infotype 0015 will be created.
- Is there an original amount to the deduction?
 - If so, the amount of payments would be setup in an Infotype 0014 and the original amount would be setup in an Infotype 0015.



Slide 60

Is there a deduction already in existence? If so, what change is being made to the deduction?

- An example would be an increase in the amount of the deduction. In this case, a copy of the current deduction would be made and a new deduction infotype created with the new amount. This would also delimit by date the old deduction. Only the new deduction would be taken in the future.

Is the deduction a one time deduction? If so, an Infotype 0015 will be created.

- A specific date will be used to determine from which payroll the deduction will be taken.

Is this a new recurring deduction? If so, a new Infotype 0014 will be created.


- The amount and dates would determine how much the deduction would be and for how long the deduction would be taken.

Is there a limit to the deduction amount? An example would be a combined campaign.

- The amount of the payments would be set up in an Infotype 0014 and the original combined campaign amount would be set up in an Infotype 0015. As payments are made, SAP tracks the total amount of the payments and turns off the deduction when the amount of payments equals the amount set up in the Infotype 0015.

Notes:

Maintain Recurring Payments/Deductions



- Use Infotype 0014 Recurring Payments/Deductions.
- Used for two purposes:
 - To create recurring payments that will increase an employee's gross pay amount
 - To create recurring deductions that will reduce an employee's base pay amount
- Once created, these payments/reductions continue until the end (or "to") date of the designated time period is reached.


Slide 61

SAP Payroll looks at the current date of the payment/deductions to make sure they are to be taken in the current payroll run.



These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.



Notes:

Maintain Recurring Payments/Deductions



- Maintain HR Master Data (PA30)
 - Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click the name.

Personnel no. 99999503 
 - Press Enter or  to populate the employee's information.
 - Type 0014 in the **Direct Selection Infotype** field.


Direct selection
Infotype 0014  STy
 - Press Enter.
 - Click on the Create icon ().

Slide 62

Remember, if changing an existing recurring payments/deductions infotype, use the display mode to verify the record before making the change.

Notes:

Maintain Recurring Payments/Deductions



- Enter **Start** date and, if known, the **To** date.

Start

01/13/2007

to

12/31/9999

- Enter the **Wage type**, **Amount**, or **Number/unit** (if needed).

Recurring Payments/Deductions

Wage Type

2101

Parking DOT PT

Amount

A


5.00

USD

Number/unit

Assignment Number

Reason for Change

- Click the Save button () twice to update the record.

Slide 63

The list of wage types presented for selection when processing this infotype will vary depending on the “type” of employee receiving the recurring payment/deduction. The “type” of employee is determined by SAP HR master data such as the employee group/subgroup and the personnel area/subarea.

If the end date is unknown, leave the default date of 12/31/1999.

Notes:

Display Recurring Payments/Deductions

Display HR Master Data

Personnel no. 93000505
Name Joseph Diamond
EEGroup SPA Employees
EESubgroup FT N-FLSAOT Perm
PersA 1601 Environment Natural Resources
CostC 1600000000 DENR

Overview Recurring Payments/Deductions (0014)

Personnel No 93000505 Name Joseph Diamond
EEGroup SPA Employees PersA 1601 Environment Natural Resources
EESubgroup FT N-FLSAOT Perm Statu Active
Choose 01/01/1800 to 12/31/9999 Sty.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2450	NC Combined Campaign	07/01/2007	12/31/9999	A	5.00	USD
2451	SEANC Dues	07/01/2007	12/31/9999	A	10.00	USD
2452	SEANC Insurance	07/01/2007	12/31/9999	A	160.42	USD

To display more information for an individual record, select record and click Display icon.

Slide 64

There are several ways to view an employee’s recurring payments/deductions. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Recurring Payments/Deductions in the Infotype text box, the employee has an active record. If no green check mark exists, no active record exists for that employee.

Clicking the **Overview** icon, displays a list of Recurring Payments/Deductions for an employee. The list includes “From” and “To” dates for each infotype. To view an individual record, click the button to select the record row, then click the **Display** icon.

Notes:

Display Recurring Payments/Deductions

Overview Recurring Payments/Deductions (0014)

Personnel No 93000505 Name Joseph Diamond

EEGroup A SPA Employees PersA 1601 Environment Natural Resources

EESubgroup A1 FTN-FLSAOT Perm Statu Active

Choose 01/01/1800 to 12/31/9999 STY.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2450	NC Combined Campa	01/01/2007	12/31/2009			
2451	SEANC Dues	01/01/				
2452	SEANC Insurance	01/01/				

Examples include:

Cell Phone Supplement

Parking

Membership Dues

WT	Wage Type Long Text	Start Date	End Date
1500	Cell Phone Supplement	01/01/1900	12/31/9999
1560	Severance Pay NonTax Stat	01/01/1900	12/31/9999
1565	Severance Pay St Taxable	01/01/1900	12/31/9999
1600	Rent Stipend	01/01/1900	12/31/9999
1625	Governor's Supplement	01/01/1900	12/31/9999
1626	LT Governor's Supplement	01/01/1900	12/31/9999
2101	Parking DOT PT	01/01/1900	12/31/9999
2102	SSM Parking PT	01/01/1900	12/31/9999
2104	Parking DOT AT	01/01/1900	12/31/9999
2106	Commuting DOT	01/01/1900	12/31/9999
2107	SSM Parking AT	01/01/1900	12/31/9999
2200	401K Loan	01/01/1900	12/31/9999
2203	457 Def Comp Loan Payment	01/01/1900	12/31/9999
2400	SECU	01/01/1900	12/31/9999
2405	Member's Credit Union	01/01/1900	12/31/9999
2450	NC Combined Campaign	01/01/1900	12/31/9999
2451	SEANC Dues	01/01/1900	12/31/9999
2452	SEANC Insurance	01/01/1900	12/31/9999
2453	United Healthcare Ins	01/01/1900	12/31/9999

Slide 65

The State of NC, uses several subtypes to categorize recurring payments/deductions.


Agency deductions and supplements that will use this infotype are:

- Cell Phone Supplement
- Management of Personal Use of State Owned Vehicles
- Combined Contributions
- Agency Specific Insurance

Notes:

Exercise # 3.2

- Maintain Recurring Payments/Deductions – IT0014
 - Steve Lewis's new work location requires a recurring parking deduction in the amount of \$15.00 to be added to his record.
 - INFORMATION (most often obtained):
 - Personnel No
 - Infotype
 - Wage Type

A photograph of a person with short dark hair and glasses, wearing a light blue polo shirt, sitting at a desk and working on a computer. The desk is yellow, and there is a large white computer monitor in front of them. The person is looking at the screen and has their hands on the keyboard. There are some papers and a small bottle on the desk.

Slide 66

Exercise 3.2: Maintain Recurring Payments/Deductions


Notes:

Scenario: Steve Lewis's new work location requires a recurring parking deduction in the amount of \$15.00 to be added to his record.

Work Instruction: PA30 IT0014 Display Recurring Payments/Deductions

Refer to separate Data Sheet for specific data to be used to complete this exercise.

Maintain Additional Payments



- Use Infotype 0015 Additional Payments to create, change, or delete an additional payment for an employee.
- The type of additional payments is determined by the type of employee.
- It is a **one-time** payment:
 - Only happens in the pay period associated with the date of origin on the infotype record
- Examples:
 - Relocation
 - Court Settlement

Slide 67

This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

A payment that is entered for a pay period that has already run will trigger a retro-calculation.

Example:


An additional payment for an exempt monthly person is entered on March 31st. March's pay is recalculated to include the additional payment. The difference will be paid on the April check.

Notes:

Maintain Additional Payments

- Maintain HR Master Data (PA30).
 - Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click on the name.


Personnel no.

3000505
 - Press Enter or  to populate the employee's information
 - Type 0015 in the **Direct Selection Infotype** field.

Direct selection

Infotype

0015

STy
 - Press Enter.
 - Click on the Create icon ().

Slide 68

Remember, if changing an existing additional payment infotype, use the display mode to verify the record before making the change.

Notes:

Maintain Additional Payments

Additional Payments

Wage Type

500

Cell Phone Supplement

Amount

75.00

USD

Number/unit

Date of origin

07/01/2007

Default Date

Assignment Number

Reason for Change

- Enter the **Wage type**, **Amount**, **Number/unit** (if needed), and **Date of Origin**.

Slide 69

A payment entered for a pay period that has already run will trigger a retroactive calculation.

Example:

An additional payment for an exempt monthly person is entered on January 31st. Since January's pay has been processed and deposited in the employee's account, the difference will be paid in the employee's February check.

Notes:

Display Additional Payments

Display Additional Payments (0015)

Personnel No93000511NameAnn Marie INT50-6101-L002-K-A1-1

EEGroupK

EPA Employees

PersA6101

Education Lottery

EESubgroupA1

FT N-FLSAOT Perm

StatusActive

Chng06/22/2007ARICE

Additional Payments

Wage Type1500Cell Phone Supplement

Amount75.00USD

Number/unit0.00

Date of origin07/01/2007

Default Date00

Assignment Number

Reason for Change

Slide 70

There are several ways to view an employee’s additional payments. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Additional Payments in the Infotype text box, then the employee has an active record. If no green check mark exists, then no active record exists for that employee.

The Date of origin field is extremely important. The date entered in this field lets the system know in which payroll run to include the payment. Please reference the payroll schedule for both monthly and bi-weekly payroll schedules. The amount will be included with the normal check for the pay period.


Additional payments are paid one time only. If the amount changes every pay period, then a new IT0015 will have to be created every pay period.

Notes:

V5_100309

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Relocation Pay



- Relocation Pay reimbursement is determined on an agency per person basis.
- Employee expenses should be determined to be taxable/nontaxable and reimbursable/non-reimbursable.
- Use forms OSCPXA05 for Non Taxable Relocation and OSCPXA11 for a Taxable Relocation.
- All documentation must be sent to BEST Shared Services.
- DOT will continue to use SAP's Travel Management to submit relocation expenses.
- Use infotype 0015 Additional Payments.

Slide 71

The State of NC pays for relocation expenses in certain instances. These expenses are recorded by the different agencies. A determination is made as to which employee expenses are taxable/nontaxable and reimbursable/non-reimbursable. All necessary documentation is sent to BEST Shared Services for payment and/or tracking of non-taxable W-2 information.

Employment reimbursement for relocation is processed in two ways. The first way is for the agency payroll to submit for payment reimbursable expenses incurred by the employee to BEST Shared Services. Then these expenses are paid on the next schedule payroll run.

The second way is when there are relocation expenses when the employee is not due reimbursement. This type of expense would include payments to third party vendors such as a moving company. A determination is also made as to which portions of these expenses are taxable.

All documentation will be sent to BEST Shared Services for creation of Infotype 0015 based on taxation and reimbursement.


The above process applies to all agencies except the Department of Transportation. Department of Transportation will continue to use SAP's Travel Management module for all travel and relocation expenses.

Notes:

Exercise #3.3

- Maintain Additional Payments – IT0015

In this scenario, assume you need to add the appropriate infotype for an incentive award.



Slide 72

Exercise 3.3: Maintain Additional Payments IT0015

Notes:

Scenario: Thomas McGregor has received a \$100.00 incentive award for mentoring. The appropriate paperwork has been submitted to your office so that you key the appropriate infotype for his award.

Work Instruction #: PA30 IT0015 Maintain Additional Payments


Questions/Results:

1. What wage type was used for the this additional payment?

2. What function was used to insert the one-time deduction for the employee?

- A. Create
- B. Copy
- C. Change
- D. Delimit

Garnishment Processing



- Garnishments are processed with the standard SAP-supplied garnishments module.
- The State of NC recognizes the following types of garnishments:
 - Child Support
 - Federal Tax Levy
 - Creditors & Education
 - Bankruptcy
 - State Tax Levy
 - IRS Negotiated
- Infotypes used for Garnishments:
 - 0194 Garnishment Document
 - 0195 Garnishment Order

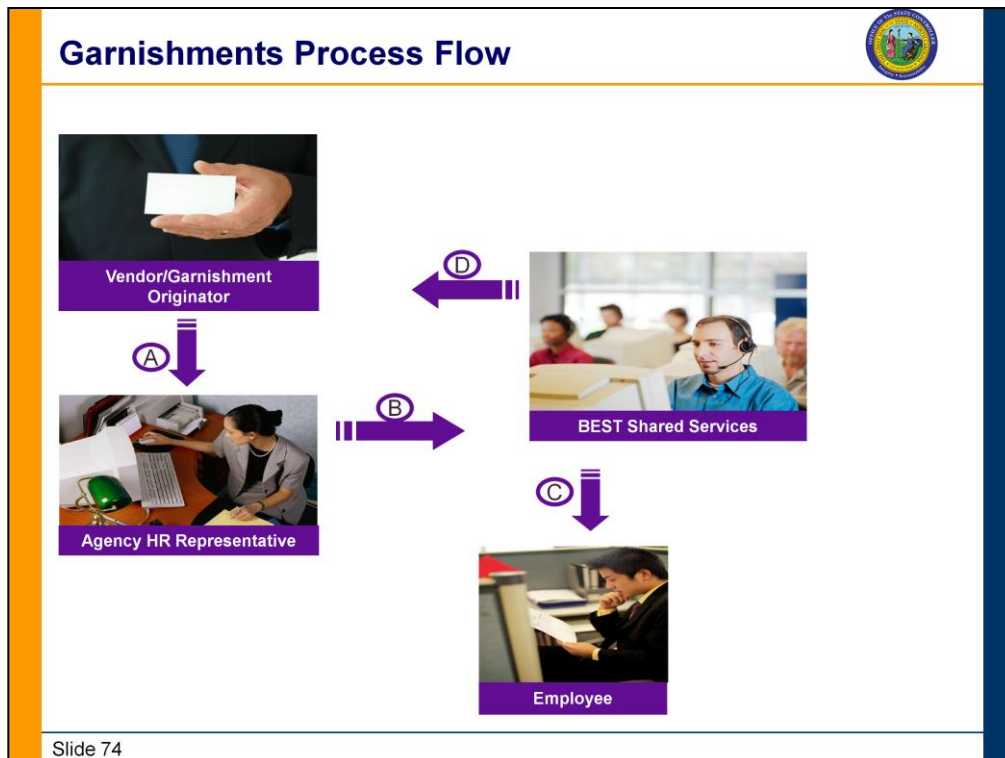
Slide 73

Garnishment orders must be sent to BEST Shared Services for processing. Those that are received by agency payroll or HR staff will need to be forwarded to BEST Shared Services for processing. The original paperwork must be sent. BEST cannot use faxed, copied, or emailed versions of the orders.

BEST Shared Services will centrally manage the following:

- Entry
- Processing
- Remittance
- Reporting

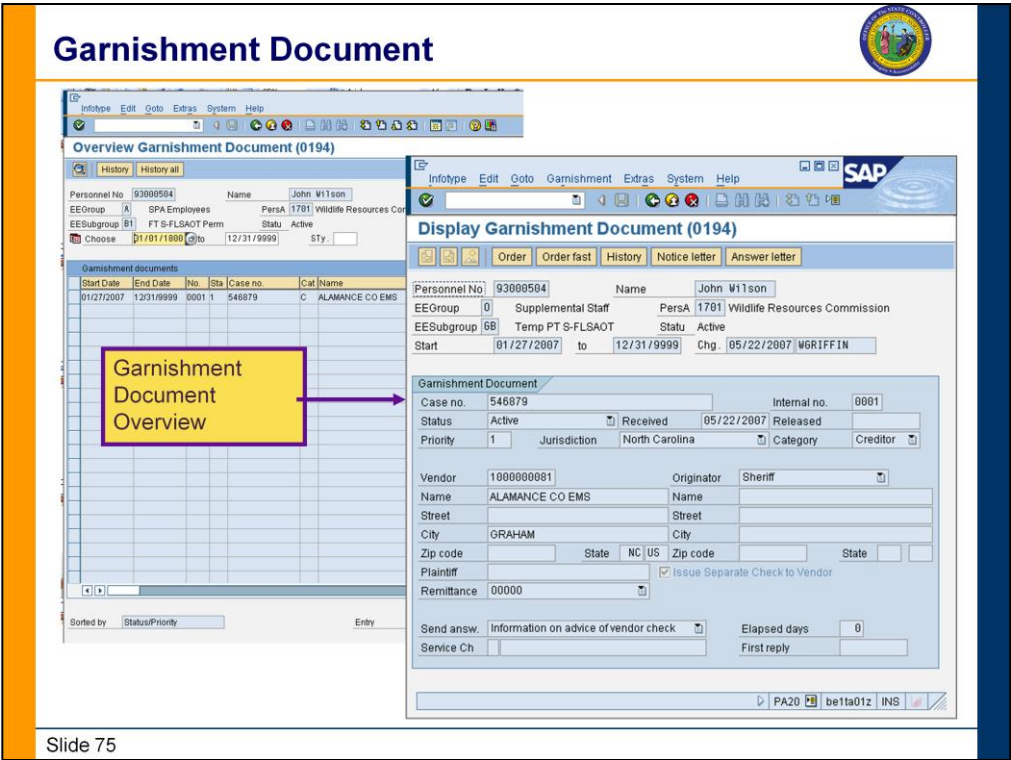
Notes:



Let's take a minute to review the garnishment process flow from PY200.

Notes:

- A. Garnishment order is originated and sent to Agency Representative or to BEST Shared Services.
- B. Garnishment order is received in the Agency. Forward the garnishment to BEST Shared Services.
- C. BEST Shared Services processes the garnishment order. Employee is able to view the garnishment deduction on pay statement.
- D. Vendor payment is processed by BEST Shared Services. Vendor receives payment.



The Garnishment Document IT0194 overview screen gives two choices:

1. Select a garnishment document and look at the document details.
2. Select the garnishment and view the payment history.

The screen above displays the garnishment details for John Wilson. Several fields of importance are:

Status – The status of the garnishment document, e.g., Active, Pending, Inactive, Released, Bankrupt

Received – The date that the garnishment was received from the garnishing authority

Priority – Garnishment processing priority. The highest priority that can be assigned is 001.

Category – Describes the category of the garnishment document being issued

Originator – This field displays the legal authority from which the garnishment document originated.


Name – This field is the payee of the garnished wages.

From this screen, you can review the garnishment order, infotype 0195. The garnishment order screen will show the total amount being garnished, how much should be deducted and how often. The option to view the payment history is also available from this screen.

Notes:

Notes:

Garnishment Order



Infotype Edit Goto Garnishment Extras System Help

SAP

Display Garnishment Order (0195)

History Review

Personnel No: 93000504 Name: John Wilson

EEGroup: 0 Supplemental Staff PersA: 1701 Wildlife Resources Commission

EESubgroup: 68 Temp PT S-FLSAOT Statu: Active

From: 01/27/2007 to: 12/31/9999 Chg.: 05/22/2007 W6R1FFIN

Garnishment Order

Case no. 546879 Internal no. 0001

Sequence no. 01

Order Type AB Ambulance

Rule Non-exempt 000 Ambulance 55% Exempt

Initial Balance 250.00 USD

Deduction 25.00 Pay period amount

Limit 1

Limit 2

Additional Amount

☒ Non-exempt ☐ Exempt

Value 0.00

Unit

☒ Non-exempt ☐ Exempt

Value 0.00

Unit

☒ Non-exempt ☐ Exempt

Value 0.00

Unit

PA20 be1ta01z INS

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Use Infotype 0195 to view the original garnishment order keyed into SAP. The important fields to understand on the garnishment order screen are:

- Order Type** – This field represents the garnishment type.
- Initial Balance** – This field contains the total amount the State of NC is required to withhold from employee wages. If the garnishment does not have a balance, this field will be zero.
- Deduction** – This amount represents the deduction that will be taken from the employee pay, for all pay periods, until the initial balance is completely collected.

Notes:

Exercise #3.4

- Display Garnishments
 - Thomas McGregor has called to inquire about the garnishment payments currently being deducted from his pay.



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Exercise 3.4: Display Garnishments

Scenario: Thomas McGregor has called to inquire about the garnishment payments currently being deducted from his pay.

Work Instructions: Use the information in the Exercise Guide to complete this exercise.

Notes:

Off-Cycle Processing



- SAP off-cycle processing allows the State of North Carolina to make adjustments to employee payroll records with proper documentation.
- Off-cycle processes include:
 - Adjustments
 - Bonus
 - Check Replacement
 - On Demand

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Off-Cycle can come from several sources for different reasons.

Adjustments Off-cycle adjustments are non-cash. They can come from several sources for different reasons. An example is the recording of non-taxable moving expenses that need to be reported on the employee's W-2. Adjustments require proper documentation.


Bonus payment could be to an individual, a group of individuals or to all employees, if approved.

Check Replacement allows the State of North Carolina to replace checks that have been lost, stolen or destroyed. With the proper documentation and affidavits, BEST Shared Services will be able to replace a check using the Off Cycle Check Replacement function within SAP.

On Demand allows the State of North Carolina to pay an amount of money that was not paid to an employee on the previous pay period. With proper documentation and approval, BEST Shared Services would be able to pay the amount, which could include shortage of hours or missed payments.

Notes:

Lesson Review



In this lesson, you learned to:

- Update Employee Bank Details (IT 0009)
- Update Recurring Payments/Deductions (IT 0014)
 - Agency-specific deductions and supplements
 - Cell Phone Supplement
 - Combined Campaign
 - Personal Use of State Vehicles
- Update Additional Payments (IT 0015)
 - Relocation Pay
- Display Garnishments (IT 0194/IT 0195)

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Notes:



Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports

Lesson 6: Payroll Maintainer Review

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This fourth lesson of the course will cover the role of the time approver.

Notes:

Lesson Objectives

Upon completion of this lesson, you should be able to


- Describe the Time Approval process in SAP.
- Describe the importance of the Time Approver role.



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Notes:

New Terms and Concepts



- BEACON
- SAP
- Employee Self-Service Portal (ESS)
- Manager Self-Service Portal (MSS)
- Processing status

Slide 83

Notes:

BEACON - BEACON is the statewide initiative designed to modernize and standardize key business processes.

SAP – Software system used to run BEACON. It contains modules that will be used to run the State of North Carolina's HR and Payroll systems.


Employee Self-Service (ESS) – Employees in agencies using ESS for time entry will log onto the ESS Portal and enter their time via a web interface.

Manager Self-Service (MSS) – Once entered, the data is reviewed and approved by a manager in the Manager Self Service (MSS) portal. The approved time is then available for further processing.

Processing Status – two-digit code in SAP that indicates the current process state of the time

- 10 – In process
- 20 – Released for approval.
- 30 – Approved
- 40 – Approval rejected
- 50 – Changed after approval
- 60 – Cancelled

Roles and Responsibilities




Role	Responsibilities
Employee (Positive Pay)	Employee must record all hours including hours worked and leave via 1) ESS, 2) timesheet, or 3) direct interface. Failure to record time will result in employee <i>not being paid</i> .
Employee (Exception Pay)	Employee must record all hours including hours worked and leave using 1) ESS, 2) timesheet, or 3) direct interface. Failure to report time will result in employee being paid (<i>standard pay only</i>).
Manager	Manager must review time and approve using 1) MSS, 2) timesheet, or 3) in the legacy system prior to interface to SAP.
Leave Administrator	Processes voluntary shared leave and quota corrections in SAP
BEST Shared Services Center	Supports Agencies and performs SSC Time Processes

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Additional time roles listed on the next page.

Notes:

Roles and Responsibilities (Continued)

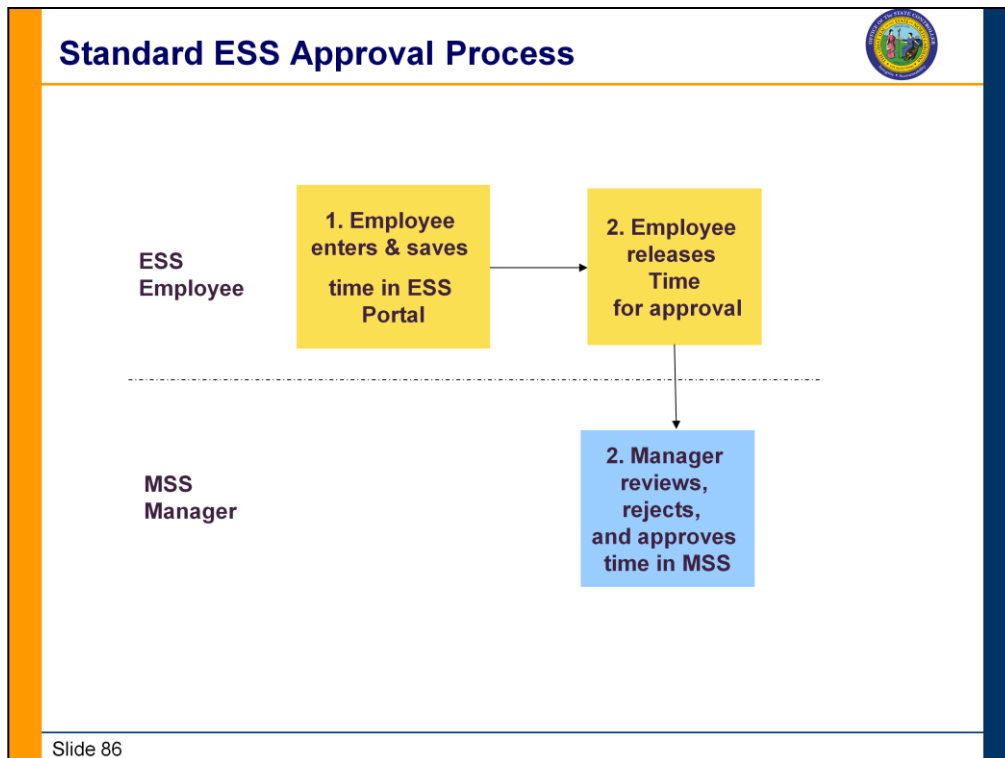


Role	Responsibilities
Time Administrator	Enters time for those Agencies using timesheets, reviews evaluation error logs, and performs time reporting
★ Time Approver (Backup)	Approves employee time entered using ESS directly in SAP. This is only done when the MSS manager or the manager's backup is not available.
Charge Object Maintainer	Maintain agency's charge objects for use by employees when coding time.
FMLA Maintainer	Creates and maintains FMLA events in SAP

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NOTE: The functionality for generating time statements has been removed from the system. When the functionality is restored, the Time Administrator could resume this role.

Notes:



Notes:

The diagram above shows the standard approval process for employee time entered in ESS by managers in MSS. The vast majority of ESS time will be approved by this method.

The purpose of the Time Approver role is to approve time when the manager fails to do so. This is meant as a backup procedure rather than the standard practice.

ESS time is entered and approved as follows:

1. Employee enters and saves time in ESS Portal.
2. Employee releases time in ESS Portal which submits for approval.
3. Manager reviews, rejects, or approves released time in MSS Portal.

Knowledge Check



1. True or False – The Time Approver must enter time for ESS employees daily.
2. True or False – Negative employees will not properly accrue leave or receive premium pay.
3. True or False – Temporary employees will not be paid if their time entered via the ESS portal is not approved before the Payroll Run.




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Notes:

Lesson Review

In this lesson, you learned to:

- Describe the Time Approval process in SAP.
- Describe the importance of the time approver role.



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Notes:



Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports

Lesson 6: Payroll Maintainer Review

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The fifth lesson of this course will cover important payroll reports used to view technical, employee, and department information.

Notes:

Lesson Objectives

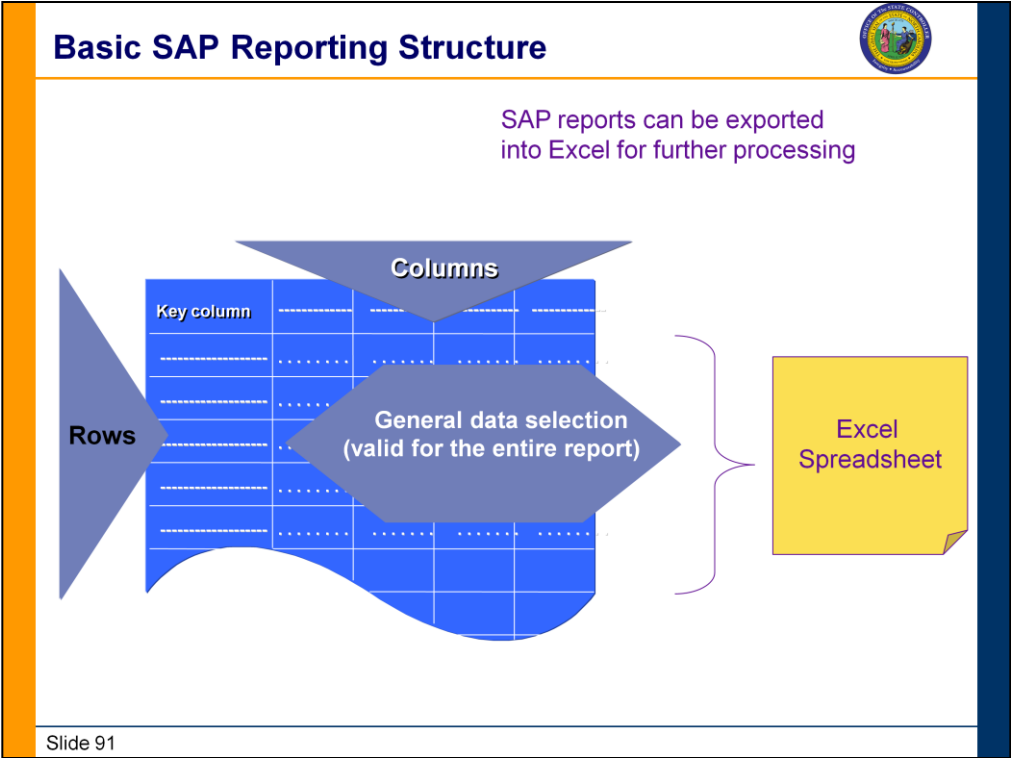


Upon completion of this lesson, you should be able to:

- Describe SAP report types and features.
- Display and understand the following SAP reports:
 - Display Payroll Results PC_PAYRESULT
 - Display and print Remuneration Statements
ZPYR001 (mass printing)
PC00_M99_HRF (individual or small group printing)
 - Display the Wage Type Reporter S_PH9_46000172
 - Define the Payroll Journal PC00_M10_CLJN

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Notes:



Line-item reports are the typical format for the output of list-display transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within many Human Resources transactions.

Each row in a line-item report displays the data about a single object, such as an employee. The data are arrayed in columns, which are capped by headers that identify the data. The rows are usually organized vertically by default according to the contents of the first column.

Notes:

Notes:

- Follow the menu path **System > List > Save > Local file**.
- Follow the menu path **List > Export > Spreadsheet (Excel)**.
- Click the Local File icon (as seen above). This is the recommended way.

The next step will be naming the file and placing in the appropriate file location.

Reporting Features



SAP offers several reporting features:

- Variants
- Report Layout
- Sorting
- Totals and subtotals

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Reporting Tips:

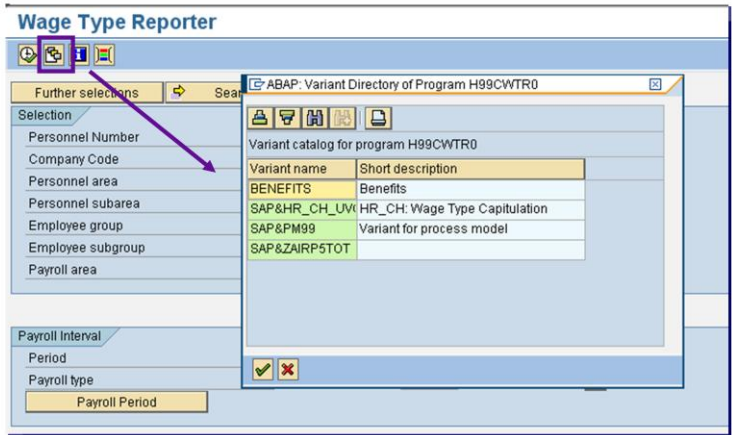
- The more selection criteria used, the smaller the data pool that will be included in the report.
- If you are unsure how long it will take the report to run, open a second SAP session.
- Don't forget that if a report is stuck, use the Stop Transaction feature to end the report.

Notes:

Report Variants



- **Report variants** provide a way for storing pre-defined selection criteria for later report execution.



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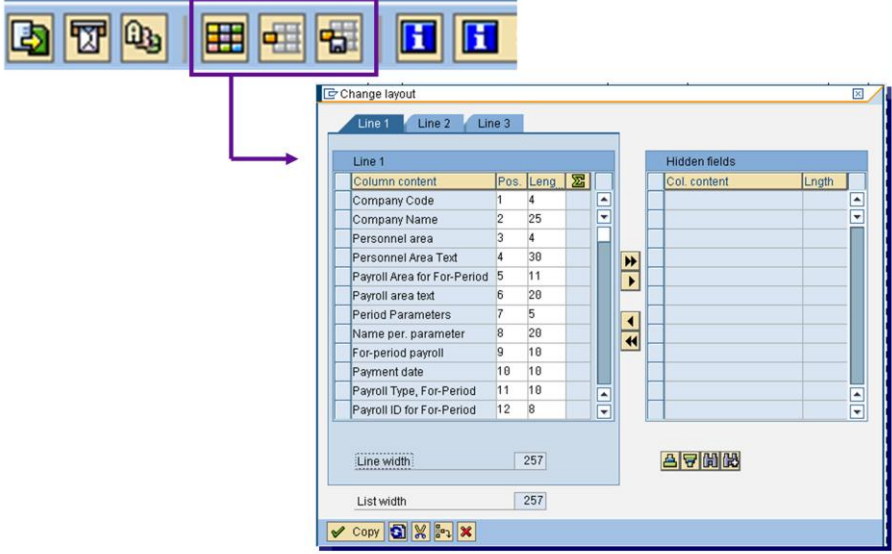
If you often run the same program with the same set of selections (for example, to create a monthly statistical report), you can save the values in a selection set called a **variant**.

- Each report can have multiple variants.
- Variants are report-specific.
- Reports that run in Background require variants.

Notes:

Report Layout

- Field and User Layout Options




Slide 95


After executing, a list display is created that shows the documents in sequence and possibly grouped.

- Filters or sorting can change the arrangement (if available).
- Screen display can be customized on some reports.
- Fields can be added or removed to show appropriate data.

Notes:

Sorting





The sorting function rearranges the rows of line-item reports according to the contents of one or more selected data columns also known as “*sorting columns*”

Slide 96

You can arrange these rows in either alphanumeric (i.e., A to Z, or 1 – 1000) or reverse alphanumeric order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

Single-Column Sort of a Line-Item Report

- *Step 1.* Click the header of the sort column to select it.
- *Step 2.* Click the Sort descending or Sort ascending button.


When sorting using multiple columns, the first or left-most column becomes the primary sorting column, the second left-most column becomes the secondary sorting columns, and so on.



Multiple-Column Sort of a Line-Item Report

- *Step 1.* Click-and-drag across the headers of the sorting columns (if they are next to one another) to select and highlight them.
- OR
- Press and hold the **CTRL KEY** on your keyboard, click the primary sorting column first, the secondary column second, and so on, then release the **CTRL KEY**.
- *Step 2.* Click the Sort ascending or Sort ascending button.

Notes:

Creating Totals and Subtotals



- Totals can be created for numeric fields, such as net value or quantity, by selecting the column and clicking the “Total” button (if available). 
- If a total has been created for a column, create subtotals by clicking the “Subtotals” button (if available). 
- The total and subtotals for more than one column can be displayed at the same time.
- It is possible to display only the lines (rows) with totals by clicking the dots in front of the totals.

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Notes:

Payroll Specific Reports



- The following represents the SAP Payroll Specific reports covered in this course:
 - Payroll Results PC_PAYRESULT
 - Remuneration Statements PC00_M10_HRF & ZPYR001
 - Off-Cycle Workbench – Payroll History PUOC_10
 - Wage Type Reporter S_PH9_49000172
 - Payroll Journal PC00_M10_CLJN

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Notes:

Overview – Views of the Payroll Reports

Technical View

Payroll Results

Employee View

Remuneration Statement

Off Cycle Workbench

Department View

Wage Type Reporter

Payroll Journal

Slide 99

The SAP Payroll system allows different views of payroll reports. These are described in detail on the following pages.

Let’s start with the explanation of the “technical view” or high level report.

Notes:

Payroll Results

Personnel number

Edit

Goto

Tables

System

Help

SAP

Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected

Payroll Results Richard Wells / USA

Re.	Pers.No.	Name
	93000512	Kathw Mardick
	90000038	Richard Wells
	98271412	Robert C Daly

C	Pmt date	R	For-Peri	In-Period	StartFP	EndFP	OC	OC	P	P	O	P	P	O	P	P	En
O	03/30/2007		03.2007	03.2007	03/01/2007	03/31/2007			01	01							03
P	03/30/2007		03.2007	04.2007	03/01/2007	03/31/2007			01	01							04
P	04/30/2007		04.2007	04.2007	04/01/2007	04/30/2007			01	01							04
P	05/31/2007		05.2007	05.2007	05/01/2007	05/31/2007			01	01							05
P	06/29/2007		06.2007	06.2007	06/01/2007	06/30/2007			01	01							06
A	03/30/2007		03.2007	07.2007	03/01/2007	03/31/2007			01	01							07
A	04/30/2007		04.2007	07.2007	04/01/2007	04/30/2007			01	01							07
A	05/31/2007		05.2007	07.2007	05/01/2007	05/31/2007			01	01							07

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Payroll Results - PC_PAYRESULT




Notes:

This is a technical report that displays what payroll was processed. This report can be used to display payroll results for one or more employees.

The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employee's name. The right pane displays the different payroll results. The most current payroll period will be highlighted.

You can view results on each employee by selecting that employee.

Payroll Results

- The symbol in the Results column shows if there are results for the selected period.
 -  Results exist (green filled square)
 -  No results exist (red filled circle)
 -  You have no authorization to display the results (grey filled diamond)




Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected

Re	Pers.No.	Name
	33000512	Kathy Mardick
	30000038	Richard Wells
	38271412	Robert C. Daly

Payroll Results Richard Wells / USA

C	Pmt date	R	For-Peri	In-Period	StartFP	EndFP	OC	OC	P	P	O	P	O	P	P	En
O	03/30/2007		03.2007	03.2007	03/01/2007	03/31/2007			01	01						03
P	03/30/2007		03.2007	04.2007	03/01/2007	03/31/2007			01	01						04
P	04/30/2007		04.2007	04.2007	04/01/2007	04/30/2007			01	01						04
P	05/31/2007		05.2007	05.2007	05/01/2007	05/31/2007			01	01						05
P	06/29/2007		06.2007	06.2007	06/01/2007	06/30/2007			01	01						06

Slide 101

When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.

Notes:

Payroll Results

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected

Payroll Results Richard Wells / USA

Re	Pers.No.	Name	C	Print date	R	For-Peri	In-Period	Start/FP	End/F
	93000512	Kathy Mardick	O	3/30/2007		03.2007	03.2007	03/01/2007	03/31
	90000038	Richard Wells	P	3/30/2007		03.2007	04.2007	03/01/2007	03/31
	98271412	Robert C. Daly	P	4/30/2007		04.2007	04.2007	04/01/2007	04/30
			P	5/31/2007		05.2007	05.2007	05/01/2007	05/31
			P	6/29/2007		06.2007	06.2007	06/01/2007	06/30
			A	3/30/2007		03.2007	07.2007	03/01/2007	03/31
			A	4/30/2007		04.2007	07.2007	04/01/2007	04/30
			A	5/31/2007		05.2007	07.2007	05/01/2007	05/31

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Click on employee name listed on left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

Status Indicators:

- A – Used for a payroll result generated by the last payroll run. The result is current (actual result of current payroll).
- P - Used when a payroll result has been replaced by a new record during a retroactive accounting run. It then becomes the predecessor of the current record (prior or previous result).
- O – Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (old result).

Notes:

Payroll Results

Personnel number

Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected

Re	Pers.No.	Name
	93000512	Kathy Mardick
	90000038	Richard Wells
	98271412	Robert C Daly

Payroll Results Richard Wells / USA

C	Prnt date	R	For-Peri	In-Period	StartFP	EndF
O	03/30/2007		03.2007	03.2007	03/01/2007	03/31
P	03/30/2007		03.2007	04.2007	03/01/2007	03/31
P	04/30/2007		04.2007	04.2007	04/01/2007	04/30
P	05/31/2007		05.2007	05.2007	05/01/2007	05/31
P	06/29/2007		06.2007	06.2007	06/01/2007	06/30
A	03/30/2007		03.2007	07.2007	03/01/2007	03/31
A	04/30/2007		04.2007	07.2007	04/01/2007	04/30
A	05/31/2007		05.2007	07.2007	05/01/2007	05/31

When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.

For-period: Shows the period that the payroll line affects. For example, if a change was made in August that affects May payroll, the For-Period column will show a May date.

In-period: Shows when a change was made, regardless of the payroll run it affects. For example, if a change was made in August that affects May payroll, the For-Period column will show an August date.

Notes:

Payroll Results

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number
all results from

Personnel numbers selected

Re	Pers.No.	Name
	93000512	Kathy Mardick
	90000038	Richard Wells
	98271412	Robert C Daly

Payroll Results Richard Wells / U

C	Pmt date	R	For-Peri	In-P	Name	Nu
O	03/30/2007	03.2007	03.2		WPBP Work Center/Basic Pay	1
RT					Results Table	18
RT_					Results Table (Collapsed Display)	18
CRT					Cumulative Results Table	208
CG					Cost Distribution	1
VO					Variable Assignment	5
ARRRS					Arrears	4
DDNTK					Deductions not taken	4
VERSION					Information on Creation	1
PCL2					Update information PCL2	1
VERSC					Payroll Status Information	1
TAX					Employee tax details	2
TAVR					Residence and unemployment tax details	4
TAVPR					Tax proration table	1
TCRT					Cumulated tax results	405
NAME					Name of Employee	1
ADR					Address	1
PERM					Personal Characteristics	1
MODIF					Modifiers	1

Double click the payment date to view the payroll tables related to that payment date.

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Several payroll tables could exist for a payroll result. The common tables that will be discussed in this class are:

- WPBP – Work Center/Basic Pay
- RT – Results Table or RT_ - Results Table (Collapsed Display)
- ARRRS – Arrears
- DDNTK – Deductions Not Taken

Notes:

Payroll Results

Table WPBP – Work Center/Basic Pay

SAP

Tables / field strings of payroll result

Payroll Results

Personnel No. 93000512 Kathy Mardick - USA

Seq. number 00067 - accounted on 06/26/2007 - current result

For-Period 06.2007 (06/01/2007 - 06/30/2007)

In-Period 07.2007 (Fin.: 07/31/2007)

Table WPBP - Work Center/Basic Pay

No	Start	End	Action	Action Text	ActRsn	Cust.	Empl.	SPay.	Active	CoCd	PArea		
PersSubAr	PCostCenter	EEGrp	EESubGrp	GrpCalcRule	Position	BusArea	OrgKey	EmplCont.	OrgUnit	Job			
Statline	PWSRule	EMPT	CDays	WDays	WHrs	CD1W	WD1W	WH1W	WkHrs	CapLev	PSType	PSArea	PSGroup
PSLevel	CostDist	DynDWS	WkHrs	WkDays	Funds Ctr	Fund	Func. Area	Grant					Segmen
01	06/01/2007	06/30/2007	Z3		Leave of Absence (NC)	09		3	1	X	NC01	1801	
NC01	1800000000	A	81	3	59900929	1800		18011851000000	TC		19900900	30002163	
1	061N08GN	100.00	30.00	21.00	168.00	30.00	21.00	168.00	173.33	100.00	01	6R08	
GR	X		8.00	0.00		181210001		600000000000001					

Slide 105

This table allows you to compare hours worked to planned hours. You can use it to investigate questions about shift pay and overtime.

This table is created due to the following infotypes:

- 0001 – Organization Assignment
- 0007 – Work Schedule
- 0008 – Basic Pay (Earnings)

173.33 = Target Hours
(2080 / 12 = Average Monthly Hours Worked)

Planned Hours

- CDays = Calendar Days
- WDays = Work Days
- WHrs = Work Hours

Actually Worked

- CD1W = Calendar Days
- WD1W = Work Days
- WH1W = Work Hours

Notes:

V5_100309

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Payroll Results

Table RT – Results Table

Payroll Results

Personnel No. 93000512 Kathy Mardick - USA

Seq. number 00007 - accounted on 06/26/2007 - current result

For-Period 06/2007 (06/01/2007 - 06/30/2007)

In-Period 07/2007 (Fin.: 07/31/2007)

Table RT - Results Table

Var	ss	gn	Un	t	Rate	WC	C1	C2	C3	Assign	X11Pa	CA	B1	Abn
Number														Amount
*					/100 ER benefit contributions									60.50
*					/500 Tax base wage									3,514.61
*					/700 RE plus ER shares									60.50
*					/102 Outflow(/102)									9.52
*					/196 Outflow(/196)									53.36-
*					/202 Inflow(/102)									9.52
*					/296 Inflow(/196)									53.36-
*					4825 Tricare ER					01				60.50
*					5025 Tricare Provider					01				160.50
*					5125 Flex Life Ins Provider					01				9.70
*					5130 Flex Cancer Ins Provider					01				11.26
*					9805 4825 - Tricare ER					01				60.50
*					/001 Valuation basis 1					01				19.97
*					/002 Valuation basis 2					01				16.07

The Results table is where the final payroll results are stored. This table represents technical wage types that are generated during the payroll process. You can use it to investigate questions about salary, overtime, and shift pay.

The RT (Results table) has two different views: expanded and collapsed. They both have the same data but with a different view of displaying the data.

This table will list all of the various technical wage types used to process payroll with amounts.

Wage type /101 represents Gross Pay, 1000 – Regular Pay, 1100 – Salaried/Hourly Pay, 1200 – Regular Hours, /559 - Net Pay

Notes:

V5_100309

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Payroll Results

Table ARRRS - Arrears

Payroll Results

Personnel No. 93000512 Kathy Mardick - USA

Seq. number 00067 - accounted on 06/26/2007 - current result

For-Period 06 2007 (06/01/2007 - 06/30/2007)

In-Period 07 2007 (Fin.: 07/31/2007)

Table ARRRS - Arrears

Wtype	WType	Amount	FT	YN	PerMo	Check_date	PayPer	PayYear
3025	Tricare PT	100.00	S	02	01	06/29/2007	06	2007
3125	NC Flex Life Ins PT	9.79	S	03	01	06/29/2007	06	2007
3130	NC Flex Cancer PT	11.26	S	01	01	06/29/2007	06	2007
3357	*DJOP-403b Jefferson P11	1,000.00	S	04	01	06/29/2007	06	2007

Slide 107

The ARRRS Table, also known as the arrears table, contains the deductions that are carried over to the next payroll period. When circumstances arise and there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system determines how to handle deductions based upon configuration. If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRRS table and recovered in the next payroll cycle if possible.

Currently arrears processing is only used for the State Health Plan.

Notes:

Payroll Result

Table DDNTK – Deductions Not Taken

SAP

Tables / field strings of payroll result

Payroll Results

Personnel No. 93000512 Kathy Hardick - USA

Seq. number 00067 - accounted on 06/26/2007 - current result

For-Period 06/2007 (06/01/2007 - 06/30/2007)

In-Period 07/2007 (Fin.: 07/31/2007)

Table DDNTK - Deductions not taken

WgType	WgType Text	Amount	VT	WK	Origin
3025	Tricare PT	100.00	B	02	R
3125	NC Flex Life Ins PT	9.70	B	03	R
3130	NC Flex Cancer PT	11.26	B	01	R
3357	*DJJP-403b Jefferson P11	1,000.00	B	04	R

Slide 108


The DDNTK table, also known as the Deductions Not Taken table, contains the deductions not taken during the current payroll.

For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments. Items that show on this table are usually supplemental insurance items.

Notes:

Exercise # 5.1

- Display Payroll Results – PC_PAYRESULT
 - Use PC_PAYRESULT to display payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

A photograph of a person with short dark hair and glasses, wearing a light blue polo shirt, sitting at a yellow desk. They are looking at a large white computer monitor and using a mouse. There are papers and a small bottle on the desk.

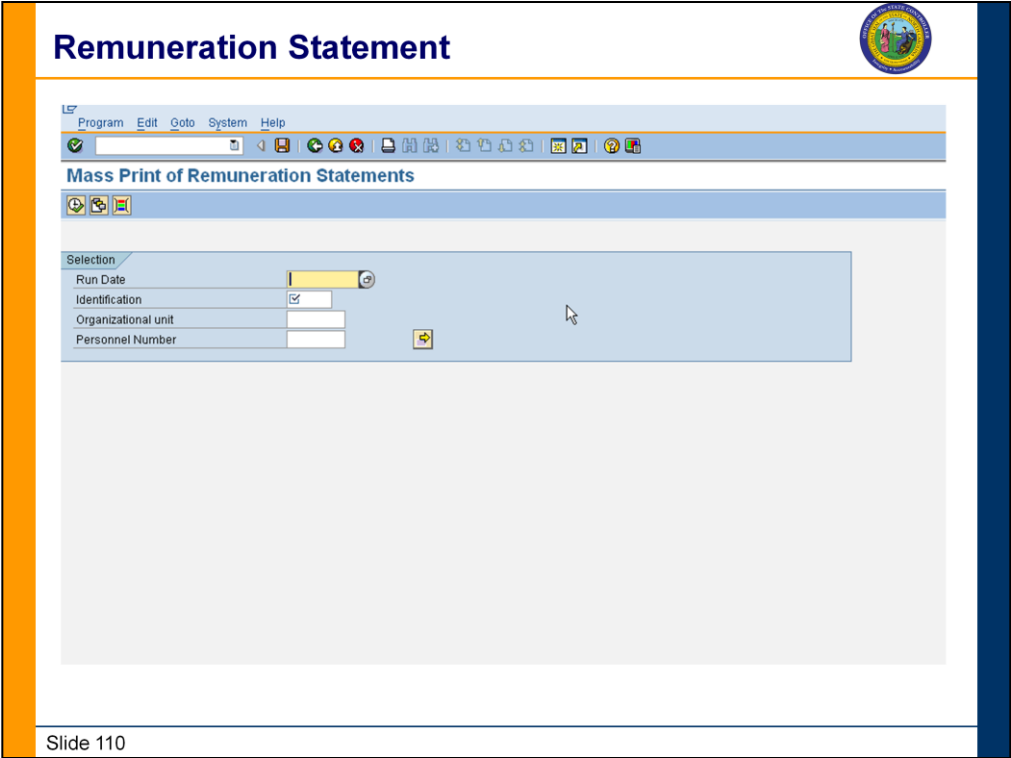
Slide 109

Exercise 5.1: Payroll Results – PC_PAYRESULT

Notes:

Scenario: You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

Work Instruction: Use the instructions in the Exercise Guide to complete this exercise.




ZPYR001 Mass printing:

- 1. Select the run date from the drop down.
- 2. The ID field will default from the run date selected.
- 3. Select your org unit and personnel number ranges.
- 4. Save this as a variant.

Notes:

Off Cycle Workbench



Off-cycle Edit Goto System Help

Off-Cycle Workbench

Personnel Number 93000504 John Wilson

History Payroll Replace payment Reverse payment

Payroll history

Pmt date	Re	Re	Inf	PM	Payment number	Reason	Amount
07/13/2007				P	9300050400060001		649.71
06/29/2007				C			344.18
06/15/2007				C			773.77
06/01/2007				C			624.71
05/18/2007				C			737.80
05/04/2007				C			624.71
04/20/2007				C			703.79
04/05/2007				C	0000000500300		342.20
03/23/2007				P	9300050400016001		615.78
03/09/2007				P	9300050400011001		564.02
02/23/2007				P	9300050400010001		624.71

Rem. statement Print list

801 be1ta01z INS

Slide 111

Notes:

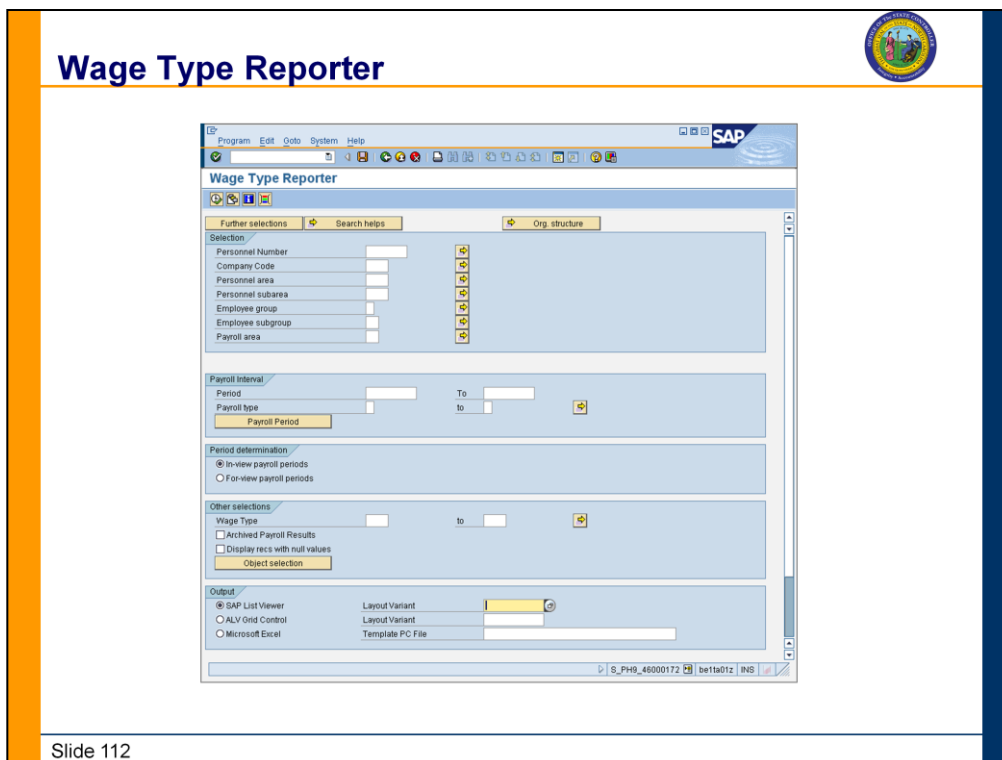
The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee's payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the rem statement for each payroll result by highlighting an individual row and clicking the Rem statement button.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

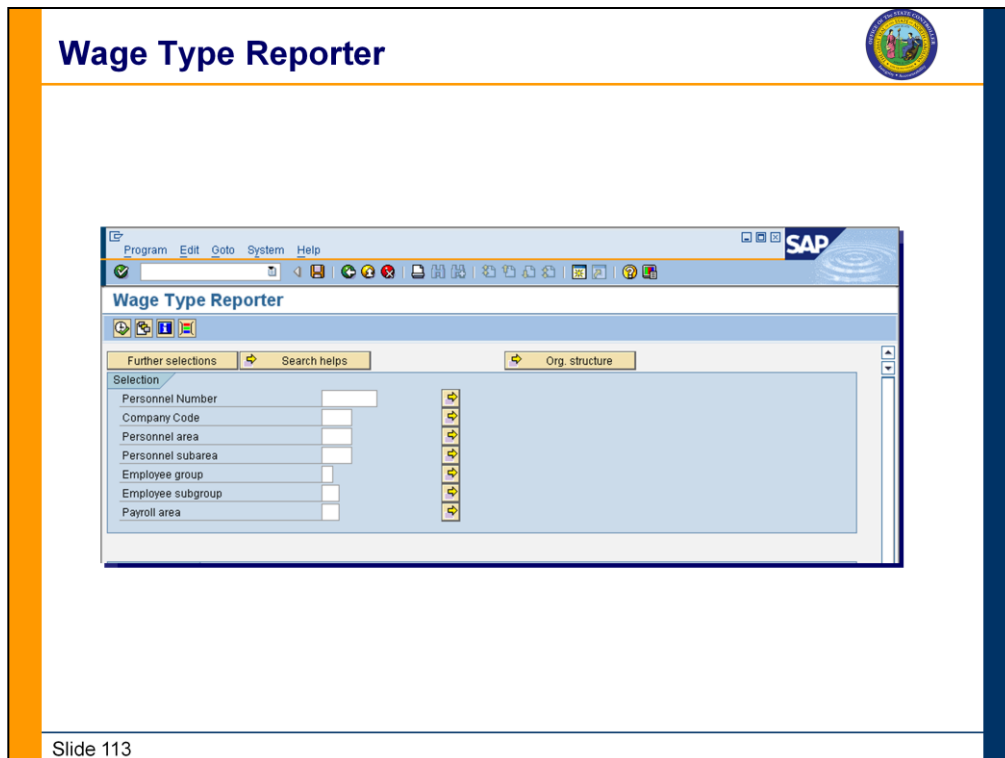


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Notes:

The wage type reporter tool is a flexible tool for wage type calculation. You can display wage types for a specific period with in-period and for-period views. The evaluation can be formatted using the list viewer and exported to an Excel file. Use this report to investigate questions about overtime calculations or on-call time.

- Use Wage Type Reporter to evaluate wage types from payroll results for a selected period
- Also evaluates basic enterprise and employee master data
- Can compare previous periods and output differences
- Limitations
 - Cannot output most master data on an employee
 - Cannot output YTD totals
 - Cannot output tax totals



Slide 113


The standard selection fields for this report are in the Selection group. You must complete at least one selection area in order for this report to run successfully.

This evaluation report can be executed for the following:


- A single employee
- A group of employees
- Agency (Personnel area)
- For a selected period
- For a specific payroll run (e.g., regular, off-cycle)
- Compare a regular payroll run with another payroll run
- Overview of wage types for an in-period view or a for-period view
- Read and evaluate archived payroll results

Notes:

Wage Type Reporter



Program Edit Goto System Help



Wage Type Reporter

Further selections Search helps Org. structure

Selection

Personnel Number

Company Code

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Payroll Interval

Period

Payroll type

Payroll Period

Period determination

Slide 114

Choose the date range using payroll period(s) for desired results. You may choose to enter a payroll type to run. For a regular payroll run, leave blank. For off-cycle payroll run, enter A for Bonus payment, B for Correction run, or C for Manual Check.


By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year. You can also choose an Off-cycle payroll by filling in the required criteria.

Notes:

V5_100309

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Wage Type Reporter



Program Edit Goto System Help

Wage Type Reporter

Further selections Search helps Org. structure

Selection

Personnel Number

Company Code

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Payroll Period

Regular Payroll Run

Payroll Area

Period Selection

Other Period

Other Period

Off-Cycle Payroll Run

Special Run

Comparison Parameter

Abs. Difference No.

Abs. Difference Amnt

Perc. Difference No.

Perc. Difference Amnt

to

to

to

to

Payroll Interval


Slide 115

If you choose to run the report by a regular Payroll run, you must enter the Payroll Area, payroll period and year. You can also compare one pay period to another pay period by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll Period and year as well.

If you desire to run the report to capture an off-cycle payroll, you must select the Off-Cycle Payroll Run. In the Special Run field, you must type the payroll type and the payment date of the off-cycle payroll.

Notes:

Wage Type Reporter



Further selections
Search helps
Org. structure

Selection

Personnel Number	<input type="text"/>						
Company Code	<input type="text"/>						
Personnel area	<input type="text"/>						
Personnel subarea	<input type="text"/>						
Employee group	<input type="text"/>						
Employee subgroup	<input type="text"/>						
Payroll area	<input type="text"/>						

Payroll interval

Period	<input type="text"/>	To	<input type="text"/>			
Payroll type	<input type="text"/>	to	<input type="text"/>			
Payroll Period						

Period determination

☒ In-view payroll periods
☐ For-view payroll periods

Other selections

Wage Type	<input type="text"/>	to	<input type="text"/>			
<input type="checkbox"/> Archived Payroll Results <input type="checkbox"/> Display recs with null values						
Object selection						

Slide 116

This section will be relevant to the dates that you have selected in the Payroll interval fields.

In-view payroll periods: Payroll period (start and end date of a period) *in* which a payroll result is created

For-view payroll periods: Payroll period (start and end date of a period) *for* which a payroll result is created

Example:

If you have selected a payroll interval of 01/01/2007 – 03/31/2007, the system will display all payroll results created IN this period, according to the payroll type you specified. A payroll run IN February 2007 FOR December 2006 would be included in the example, however, a payroll run IN May 2007 FOR February 2007 would not.

Notes:

Wage Type Reporter

The screenshot shows the SAP Wage Type Reporter interface. It features several sections for data selection and output configuration. The 'Selection' section includes fields for Personnel Number, Company Code, Personnel area, Personnel subsarea, Employee group, Employee subgroup, and Payroll area. The 'Payroll Interval' section includes fields for Period, Payroll type, and Payroll Period. The 'Period determination' section has radio buttons for 'to view payroll periods' and 'for-view payroll periods'. The 'Other selections' section, highlighted with a purple box, includes fields for Wage Type, Archived Payroll Results, Display recs with null values, and an Object selection button. The 'Output' section has radio buttons for SAP List Viewer, ALV Grid Control, and Microsoft Excel, along with layout variant and template PC file fields.

Slide 117

You must specify a wage type in order to run this report.


If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.

You can choose the Object selection button to specify which columns should display in the output list and which objects should be hidden.

NOTE: When choosing the Personnel number field, the employee’s name and personnel number will be displayed on the report.

Notes:

Wage Type Reporter



Wage Type Reporter

Further selections

Search help

Org. structure

Selection

Personal Number

Company Code

Personnel area

Personnel subsarea

Employee group

Employee subgroup

Payroll area

Payroll Interval

Period

Payroll type

Payroll Period

Period determination

to view payroll periods

for view payroll periods

Other selections

Wage Type

Archived Payroll Results

Display recs with null values

Object selection

Output

SAP List Viewer

ALV Grid Control

Microsoft Excel

Layout Variant

Layout Variant


Template PC File

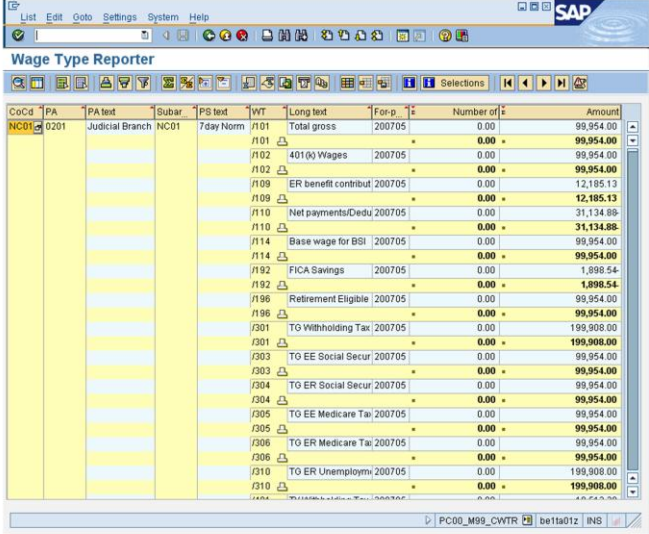
PC00_W09_CWTR | bat160tz | R45

Slide 118

Notes:

Wage Type Reporter





CoCd	PA	PA text	Subar	PS text	WT	Long text	For-p	z	Number of	Amount
NC01	0201	Judicial Branch	NC01	7day Norm	/101	Total gross	200705		0.00	99,954.00
					/101			*	0.00	99,954.00
					/102	401(R) Wages	200705		0.00	99,954.00
					/102			*	0.00	99,954.00
					/109	ER benefit contrib	200705		0.00	12,185.13
					/109			*	0.00	12,185.13
					/110	Net payments/Dedu	200705		0.00	31,134.88
					/110			*	0.00	31,134.88
					/114	Base wage for BSI	200705		0.00	99,954.00
					/114			*	0.00	99,954.00
					/192	FICA Savings	200705		0.00	1,898.54
					/192			*	0.00	1,898.54
					/196	Retirement Eligible	200705		0.00	99,954.00
					/196			*	0.00	99,954.00
					/301	TG Withholding Tax	200705		0.00	199,908.00
					/301			*	0.00	199,908.00
					/303	TG EE Social Secur	200705		0.00	99,954.00
					/303			*	0.00	99,954.00
					/304	TG ER Social Secur	200705		0.00	99,954.00
					/304			*	0.00	99,954.00
					/305	TG EE Medicare Tax	200705		0.00	99,954.00
					/305			*	0.00	99,954.00
					/306	TG ER Medicare Tax	200705		0.00	99,954.00
					/306			*	0.00	99,954.00
					/310	TG ER Unemploym	200705		0.00	199,908.00
					/310			*	0.00	199,908.00

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This report allows for the following outputs:

The SAP List Viewer enables:

- The use of pre-defined SAP standard and custom created display variants
- Sorting of data
- Filtering of data
- Totals and subtotals

The ALV Grid Control enables:

- use of predefined SAP standard layouts
- creation of layouts
- carry out sorts
- sorting column value lines in ascending or descending order
- setting filters
- displaying lines that fulfill certain criteria
- creation of totals and subtotals

Using the Microsoft Excel output will download the onscreen view of information to an Excel Spreadsheet.

Notes:

Wage Type Reporter

Sorting

Layout

Wage Type Reporter

CoCd	PA	PA text	Subar	PS text	WT	Long text	For-p...	Number of	Amount
NC01	0201	Judicial Branch	NC01	7day Norm		/101 Total gross	200705	0.00	99,954.00
						/101		0.00	99,954.00
						/102 401(k) Wages	200705	0.00	99,954.00
						/102		0.00	99,954.00
						/109 ER benefit contribut	200705	0.00	12,185.13
						/109		0.00	12,185.13
						/110 Net payments/Dedu	200705	0.00	31,134.88
						/110		0.00	31,134.88
						/114 Base wage for BSI	200705	0.00	99,954.00
						/114		0.00	99,954.00

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Notes:

The report is now displayed for viewing, printing, or downloading. You can hide some of the columns by clicking on the Change layout icon.

You can select as many options as you desire to hide. The columns listed in the Hidden fields table will not be displayed in your report. You can save this display layout to be recalled each time you run this report. This will eliminate you having to hide columns each time you run this report.

The report displayed above was created using the custom variant, HR_CH: Wage Type Capitulation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant wasn't used.

Common Wage Types



<i>Wage Type</i>	<i>Description</i>	<i>Wage Type</i>	<i>Description</i>
/101	Total Gross Wages	1312	Admin Leave
1210	Overtime Earned	1315	Civil Leave
1220	Annual Longevity	1316	Community Service leave
1250	Shift 5%	1318	Education Leave
1251	Shift 10%	1319	Injury Leave
1252	Shift 15%	1320	Military Leave Training
1253	Shift 20%	1321	Military Leave Active Duty
1256	Shift Overtime Hours	1325	Paid Holiday
1301	Vacation Leave	1327	Comp Leave
1302	Sick Leave	1344	Travel Comp
1304	Bonus Leave	1709	On Call Pay
1307	Additional Hours	1710	Call Back
1311	LWOP		

Slide 121


Use these common wage type to help understand the information shown on the Wage Type Reporter.

Notes:

Walkthrough # 5.2

- Wage Type Reporter – PC00_M99_CWTR

You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.



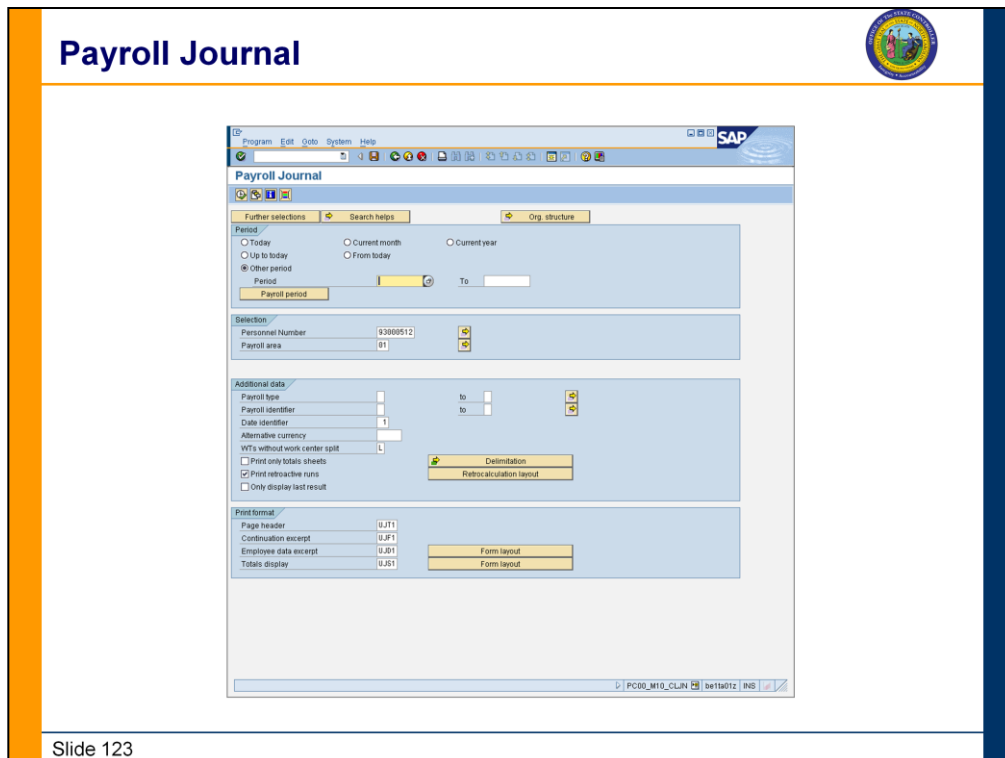
Slide 122

Walkthrough 4.4: Wage Type Reporter – PC00_M99_CWTR

Scenario: You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.

Work Instruction: Use the instructions in the Exercise Guide and directions from your instructor to complete this walkthrough.

Notes:



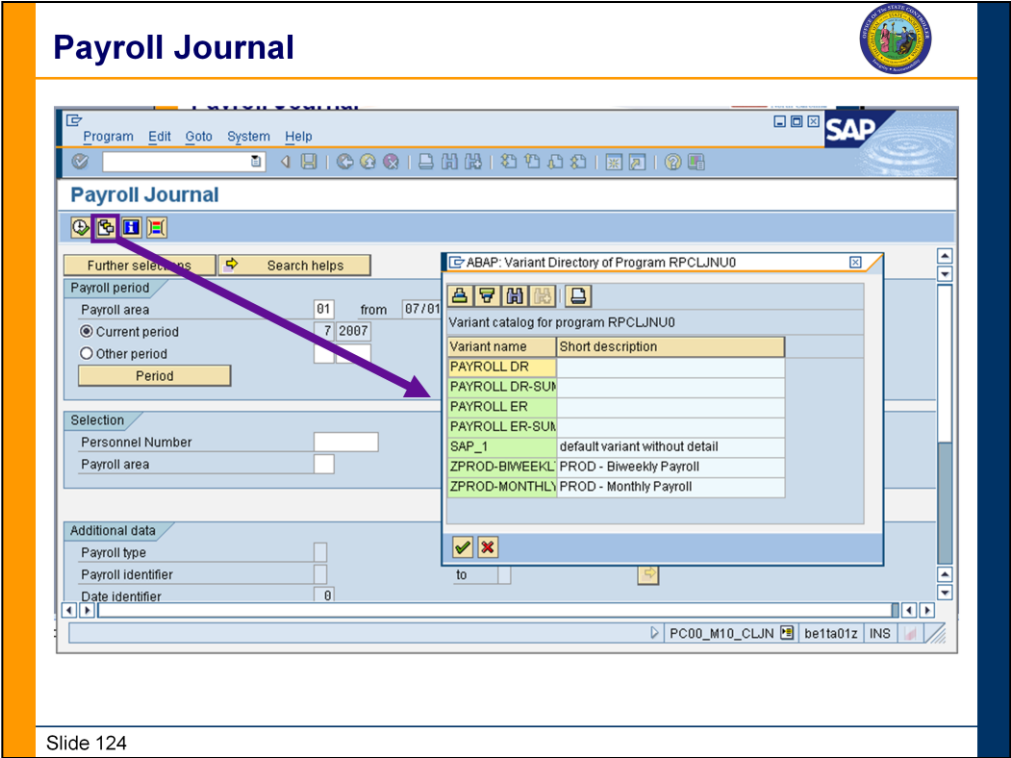
Slide 123

The payroll journal contains detailed, selected payroll data for several employees for whom payroll has been run in a particular time interval or a selected payroll period. You can use this report to investigate problems with payroll.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Have an additional, detailed control medium for revisions.

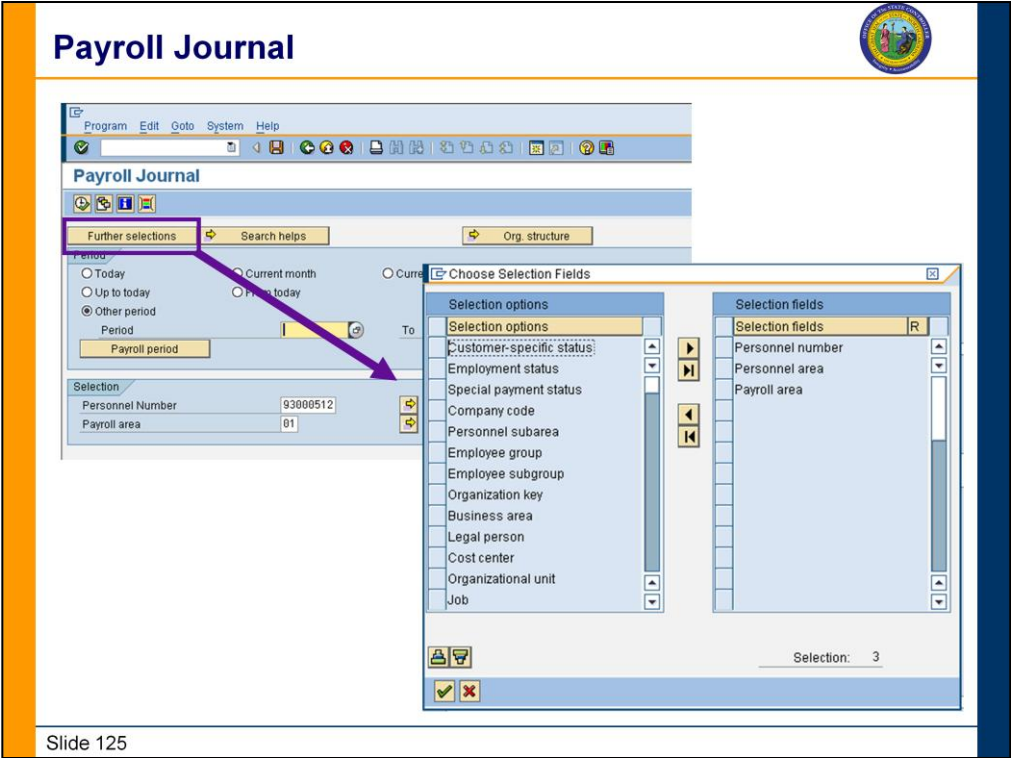
Notes:



For this report, two custom variants have been created.

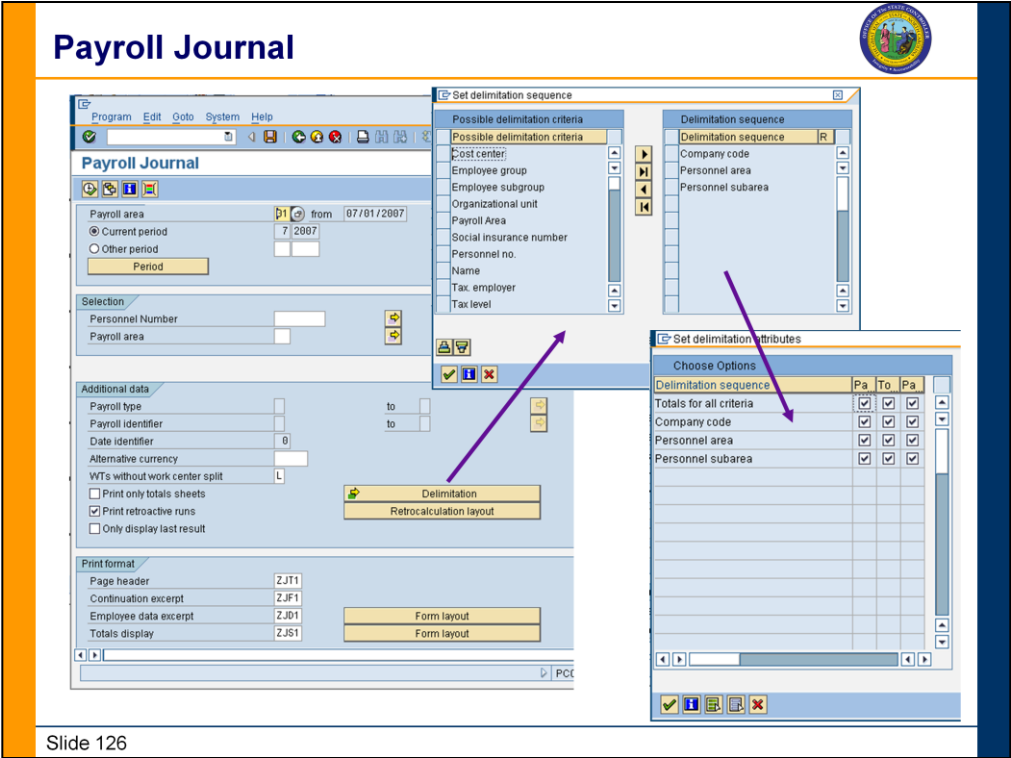
- ZPROD-BIWEEKLY - Used to display Biweekly payroll
- ZPROD-MONTHLY – Used to display Monthly payroll

Notes:



When executing the payroll journal you can choose to execute this report for any existing payroll period in SAP. Use the *Further Selections* button to narrow your selection criteria.

Notes:



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If you only want to print totals, be sure to check the box for *Print only totals sheets*.

To determine how to delimit or categorize the totals, choose *Delimitation*. You must choose the *Delimitation Sequence* (order), then choose which fields you want to display subtotals and totals.

Notes:

Payroll Journal



Upon report execution, the report displays each employee's earnings and deductions for the chosen pay period.

SAP									
Payroll Journal									
Company Code: NC01 Cost Center: * PPBegin: 07/01/2007 PPEnd: 07/31/2007 Check Date: 07/31/2007 Page: 1									
OrgUnit: 00000000 Personnel Area: 0201 Personnel Subarea: NC01 Payroll Area: *									
Employee #: 95301306 CostCenter: 02000000 ForPeriod									
Name: Victor INT43-0201-NC01-J- PayRate: NetPay: 1,451.40 GrossPay: 3,436.50 EE Tax: 110.00									
Fed Tax M/S: Single Exemption: 00 ER Tax: 110.00									
Earnings Amount Tax Earnings Amount Deductions Amount									
/101 TotGross 3,436.50 Total Tax EE 592.57 /110 Pay/Ded 1,392.53-									
SLRY RegSalry 3,277.85 FED 3025 TricPreT 100.00-									
1325 PdHollida 158.64 W/H EE 2,043.97 242.35 3100 PacDen 115.22-									
OASDI EE 3,074.92 190.64 3115 ADDPreTx 2.00-									
MedcarEE 3,074.92 44.58 3125 FlxLPPre 19.30-									
NC W/H EE 2,043.97 115.00 3130 FlxCnPre 26.06-									
3140 FlxCnPre 100.00-									
3200 TSERSEE 1,030.95-									
Employee #: 95301353 CostCenter: 02000000 ForPeriod									
Name: Patty INT40-0201-NC01-J-U PayRate: NetPay: 1,131.53 GrossPay: 2,200.58 EE Tax: 110.00									
Fed Tax M/S: Single Exemption: 00 ER Tax: 110.00									
Earnings Amount Tax Earnings Amount Deductions Amount									
/101 TotGross 2,200.58 Total Tax EE 412.84 /110 Pay/Ded 656.21-									
SLRY RegSalry 2,098.98 FED 3005 PPDPPre 9.00-									
1325 PdHollida 101.60 W/H EE 1,544.37 167.41 3100 PacDen 17.84-									
OASDI EE 2,162.56 134.08 3115 ADDPreTx 8.00-									
MedcarEE 2,162.56 31.35 3125 FlxLPPre 5.40-									

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Notes:

Payroll Journal

Company Code: NC01

Cost Center: *

PPBegin: 07/01/2007

PPEnd: 07/31/2007

Check Date: 07/31/2007

Page: 76

OrgUnit: 00000000

Personnel Area: 8701

Personnel Subarea: *

Payroll Area: *

Period: 07/2007

Sum of the structure

Earnings	Amount	Tax	Earnings	Amount	Deductions	Amount	NetPay
/101 TotGross	23,987.00	Total Tax EE		6,702.70	/110 Pay/Ded	3,581.71	13,702.59
SLRY RegSalry	22,879.68	FED			3000 SHPPre	0.00	
1325 PdHolid	1,107.32	W/H EE	20,405.29	3,567.62	3005 PP0Pre	39.54	
		OASDI EE	23,922.76	1,483.20	3025 TriCPreT	0.00	
		MedcarEE	23,922.76	346.88	3115 ADDPreTx	22.00	
		NC			3125 FLxLPPre	2.70	
		W/H EE	20,405.29	1,305.00	3200 TSERSEE	152.30	
					3215 DRPEE	865.17	
					3300 401kPreT	200.00	
					3310 457PreTx	200.00	
					3359 Tcrf403b	2,500.00	
					3360 Val403b	300.00	
					3361 VInv403	1,800.00	

PC00_M10_CLIN be1ta01z INS

The above yellow shaded area is subtotaled for Company Code NC01, Personnel Area 8701 for Payroll Period 07 2007.


Slide 128

When the scrolling the report, yellow portions represent subtotals or page totals. To determine what is being totaled, examine the blue shaded area.

Notes:

Instructor Demonstration # 5.3

- Payroll Journal – PC00_M10_CLJN
 - Payroll has been run. You need to run a payroll journal to verify totals and subtotals .
 - INFORMATION (most often obtained):
 - Personnel No
 - Personnel Subarea
 - Personnel Area
 - Payroll Area



Slide 129

Instructor Demonstration 5.4: Payroll Journal – PC00_M10_CLJN

Scenario: You need to verify some payroll items for a previously run payroll.

Work Instruction: Watch as your instructor to completes this demonstration. Answer the questions in the Exercise Guide.

Notes:

Lesson Review



In this lesson, you learned to:

- Describe SAP type of reports and features.
- Display the Wage Type Reporter.
- Define the Payroll Journal.
- Display Payroll Reports.

Slide 130

Notes:

Course Map

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Maintain

Lesson 4: Time Approver

Lesson 5: Payroll Reports

Lesson 6: Payroll Maintainer Review

Slide 131

This lesson will review concepts learned within course.

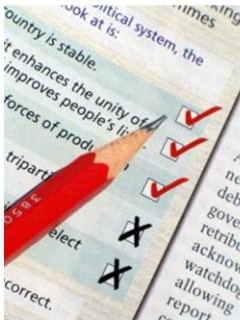
Notes:

Course Review



The course review for this class is designed to give you practice searching and displaying employee HR master data in addition to viewing pertinent HR reports.


Enjoy!



Slide 132

Notes:

Course Review



Activity 1

What transaction and infotype is used to display recurring deductions/payments?

Display recurring deductions/payments for Jay Lee.

Does Jay have a recurring deduction or recurring payment? _____

What is the amount? _____

Activity 2


What transaction and infotype is used to display additional payments?

Display additional payments for Jean Leach.

Slide 133

Notes:

Course Review



Activity 3

Display the actual result for 01 2007 payroll period RT Results table for Jean Leach?

What is the amount of Wage Type /101? _____

What does wage type /101 represent? _____

What is the amount of Wage Type 1000? _____

What does wage type 1000 represent? _____

Activity 4

Execute the Wage Type Reporter for Cultural Resources 4601, payroll area 01, 04 2008 payroll run, and only include wage type 1000.

Note: Remember to select the correct variant.

What is regular salary total for subarea NC01, 7 day Norm? _____

What is regular salary total for company code NC01? _____

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Notes:

Course Review




In this course, you learned to:

- Display and maintain agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.
- Describe and execute the Time Approver Role.

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Notes:

Course Review



Your instructor will hand out course review questions. These questions are designed to make sure you understood the major points of the course.

You need to

- Answer the questions using all classroom materials
- Participate when your instructor goes over the answers to the questions

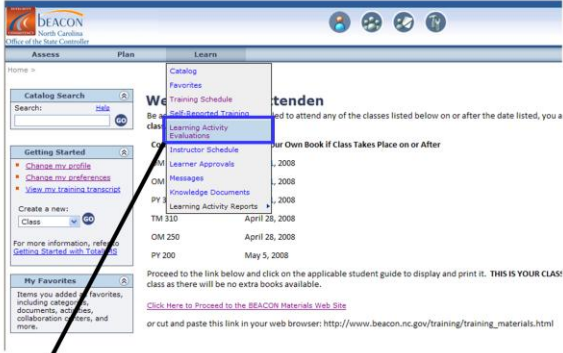
You can take the review questions with you for later review.

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Notes:

Level 1 – Course Evaluation

Level 1 evaluations are used by the BEACON Training Team to ensure students are experiencing their instruction in an environment and method that is conducive to learning.



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Level 1 Evaluations


The Level 1 evaluation classes is accessed as shown above (Learner Home Page > Learn > Learning Activity Evaluations).

Ask your instructor if you have any difficulty accessing the course evaluation.

Notes:

Next Steps

- Monitor BEACON communication
 - BEST Shared Services web site (especially the Updates tab)
 - URL: <http://www.ncosc.net/BEST/>
- Review conceptual materials
- Access BEACON Help
 - Access from an SAP transaction
 - URL: <http://help.mybeacon.nc.gov/beaconhelp>
- Practice what you've learned
 - URL: <https://mybeacon.nc.gov>
 - Client 899
 - Use your current NCID user name and password



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Notes:

Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

Want to practice what you have learned from your desk?

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance after go live?

- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.



CONGRATULATIONS



You have completed the course

Please complete your course evaluation!

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Notes: